JOB AID
GradPlan Overview for Staff—Lockstep Programs
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GradPlan Overview for Staff—Lockstep Programs

This job aid is intended for staff working in designated lockstep programs approved by the Graduate School. Lockstep programs are those with a cohort of students who take all of the same courses at the same time and there is no individuality in the program of study.


Administrative staff will see the Graduate & Professional tile on their home page. The other tiles shown in this example may vary depending on your role and access in SIS.

After clicking on the Graduate & Professional tile, the page opens with a list of menu items on the left.

Grad Plan Data Administration: Staff view of a student’s GradPlan

1. Click GradPlan Data Administration on the left side menu.

2. **ID:** If you know the Student ID, enter it and click **Search.** If you do not know the Student ID, enter Last Name/First Name and click Search.
The GradPlan Data Administration page opens to the **Research Overview** tab.

**Research Overview Tab**

This page is where results are stored for the activity guides that graduate students are required to complete every academic year in their graduate program. The activity guides are assigned at the start of each academic year as “to-do” items, with the student’s responses stored on this page. The current academic year is shown first. To see all years click on “View All”. (Pink highlighting means sections of the activity guide are not complete. Green highlighting means sections of the activity guide are complete.)
The student is required to complete the activity guide every academic year they are enrolled in their graduate program. There is a row for every academic year, beginning with the current year, where staff are able to review the status/results, including:

A. **Graduate Handbook**: In this section, the student acknowledges responsibility to follow university guidelines and policies.

B. **Responsible Conduct of Research**: The student acknowledges responsibility to follow responsible conduct of research requirements and to complete required training.
NOTE: Students in lockstep academic plans only have two questions to answer instead of the full range of research related questions that PhD students or master’s students that conduct research would need to answer.

Committee Tab

Students in lockstep plans do not require a committee. When you click on the Committee tab, you will see the following:

Course Plan Tab

Students in lockstep plans do not require a course plan. When you click on the Course Plan tab, you will see the following:
Annual Review Tab

Staff has access to all reviews from this shared repository. As a department’s review cycle is concluded, staff completes the review on this page, which will have a row for each academic year. Students will be able to see the responses on their GradPlan pages. Annual Reviews are mandatory and they must be completed by the end of the Spring semester each academic year.

Staff is to check the box stating “The student is making satisfactory academic progress” if the student is indeed making satisfactory progress. Otherwise, check the box indicating “The student is not making satisfactory academic progress” and provide details in the Reviewed By box. Then, in the Reviewed By box, staff completing the review should type their initials and add the date. Staff may include other relevant comments in the Reviewed By box as well.

NOTE: All students in the Grad Career must have a complete GradPlan prior to graduation. For lockstep program students, this means that the research overview and annual reviews are completed for each academic year the student has been enrolled in their graduate program.