JOB AID
Non-Research GradPlan Overview for Staff
Revised 06/01/2023
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Non-Research GradPlan Overview for Staff

This job aid is intended for staff working in programs designated and approved as Non-Research by the Graduate School.


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

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 page opens to the Research Overview tab.

Research Overview Tab
This is where results are stored for the activity guides that graduate students are required to complete every academic year. 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. 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. 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 Non-Research 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 Non-Research Academic plans do not require a committee. When you click on the Committee tab, you will see the following:

Course Plan Tab
Students in Non-Research academic 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 complete 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 are to check the box stating “The student is making satisfactory academic progress” if they are indeed making satisfactory progress. Then, in the Reviewed By box, staff completing the review should type their
initials and add the date. The Graduate School will apply Negative Service Indicators (Holds) on students’ records at the end of the Spring semester if their Annual Reviews are incomplete.

**NOTE:** All students in the Grad Career must have a complete GradPlan prior to graduation. For non-research 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.

**Questions?** Please reach out to gradsis@grd.msu.edu for assistance.