Contents

Committee ............................................................................................................................................................................. 3
Course Plan .......................................................................................................................................................................... 3
Research Overview ................................................................................................................................................................ 3
Annual Review ..................................................................................................................................................................... 4
Requests ............................................................................................................................................................................... 5
Program Extension ............................................................................................................................................................ 6
Students in the Graduate Career in Non-Research academic plans (approved and designated as non-research by the Graduate School) will see the GradPlan tile on their home page. This is where students will complete an annual activity guide of questions and be able to view annual review confirmation. This job aid shows what a non-Research GradPlan looks like from a student perspective.


When you click the GradPlan tile, the page opens with a list of menu items on the left, with the components of GradPlan listed: Committee, Course Plan, Research Overview, Annual Review, and Requests.
Committee
For students in Non-Research academic plans, a Committee is not required. If you click on Committee, you will see the following:

Course Plan
For students in Non-Research academic plans, a course plan is not required. If you click on Course Plan, you will see the following:

Research Overview
The Research Overview is an annual component of GradPlan. Every Fall, graduate students will be assigned an Activity Guide where they acknowledge they will complete required RCR (Responsible Conduct of Research) training and acknowledge they will follow their department handbook’s requirements.

The Research Overview page keeps a record of activity guides In Progress as well as the Completed guides students may have submitted in prior years.
When an item is selected in the Completed list, the Research Overview page will open showing student affirmations (initials and date) of the items (Graduate Handbook, Responsible Conduct of Research).

Annual Review
The Graduate School has a requirement that students complete an Annual Review each year with their program. The Annual Review page will be a repository of those required reviews.

Departments will complete an annual review of student progress each academic year and they will indicate whether students are making satisfactory progress or not. The Annual Review is mandatory and must be completed by the end of the Spring semester each academic year. Negative Service Indicators (Holds) will be applied to students’ records if the Annual Reviews are not complete by the end of the Spring semester.
Staff and graduate advisors with administrative access to GradPlan can see when annual reviews are complete and they can affirm academic progress.

Requests

The Requests page allows students to request changes or updates to their enrollment or program. Depending on the Request Type selected, students will be asked to enter details before submitting the request or be provided instructions for completing the request outside of Campus Solutions.

When selecting the Request Type drop-down, the available options vary depending on degree level and type. Options may include:

- Extension—Program (additional time to complete degree)
- Leave of Absence Request
- Plan Change—Add a Specialization
- Foreign Language Requirement (completion of language requirement)
- Plan A/Plan B (Master’s students switching between thesis/non-thesis option)

Example:

*Request Type*
- Dual Major Request
- Excess Credit Override Request
- Extension - Comp exam
- Extension - Program
- Leave of Absence Request
- Plan Change - Major
- Plan Change - Master/PHD
- Plan Change - Specialization

Create Request

*The format is essentially the same for all requests; the following page illustrates an example.*
Once a Request Type is selected from the drop-down, click Create Request. A New Request page will open where students can review information or enter details to submit a request. In the example below, the Program Extension Request Type requires students to complete a few required fields before submitting a request.

Once submitted, the request will appear under Open Requests with a status of “In Approval Process.”
Click the item (In Approval Process) to review details or cancel the request:

- Click **Cancel** to cancel the request and stop the workflow from progressing further.
- Click the **Approval Details** link to display the workflow progression.