



JOB AID

Non-Research GradPlan – Student View

06/01/2022





Contents

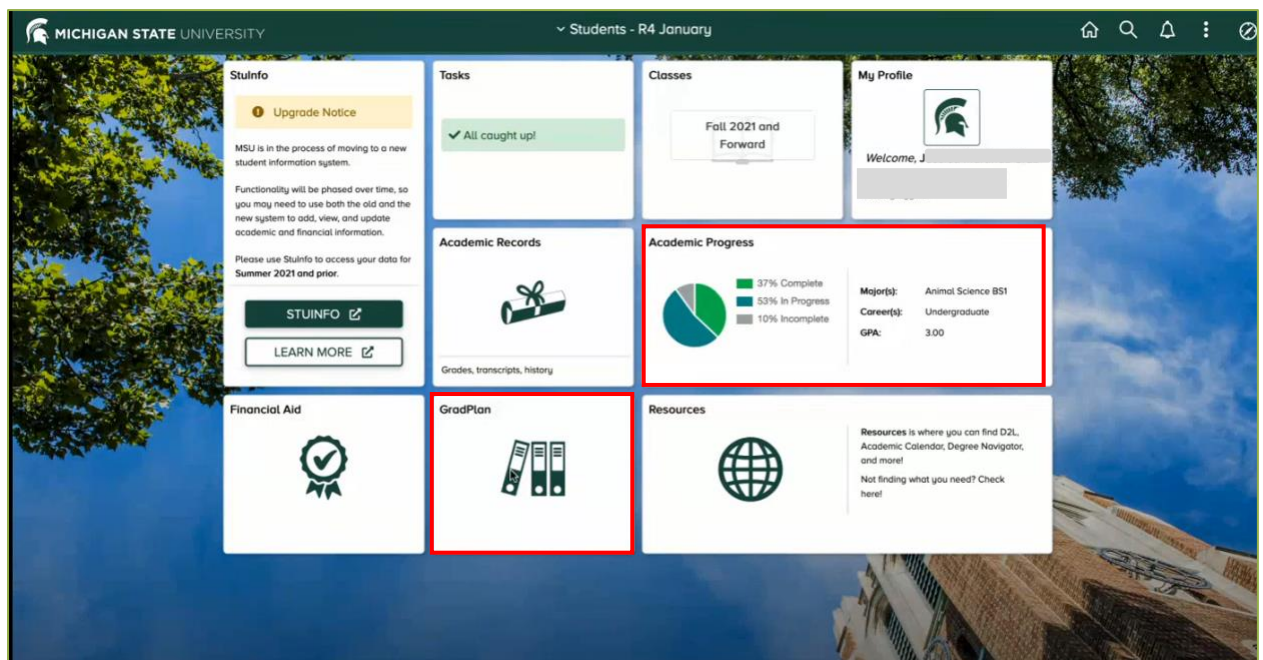
Committee	3
Course Plan	4
Research Overview	4
Annual Review	6
Requests.....	6
Plan Change	7
Leave of Absence	9
Language Requirement.....	9
Responsible Conduct of Research, Scholarship, and Creative Activities (RCR)	10



Non-Research GradPlan – Student View

Students in the Graduate Career in Non-Research academic plans 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.

In addition, you will also be able to track your progress towards the Responsible Conduct of Research training from the Academic Progress tile.



Log-in to student.msu.edu.

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.



GradPlan

- Committee
- Course Plan
- Research Overview
- Annual Review
- Requests

GradPlan

All graduate students, Masters and Phd, can use GradPlan to manage their guidance committees and course plans, view annual reviews and request changes to their enrollment or program. Students can get more information about how to use Gradplan by viewing the [GradPlan Overview](#).

Committee

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

GradPlan

- Committee**
- Course Plan
- Research Overview
- Annual Review
- Requests

Committee

Your major does not require that you create a guidance committee.



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:

The screenshot shows the GradPlan interface. On the left is a sidebar menu with the following items: GradPlan, Committee, Course Plan (highlighted with a red border), Research Overview, Annual Review, and Requests. On the right, the main content area displays the heading "Course Plan" and a grey message box stating "Your Major does not require you to create a course plan".

Research Overview

The Research Overview is an annual component of GradPlan. Every Fall, graduate students will be assigned an activity guide where they will answer questions about following their department handbook and acknowledging the completion of RCR (Responsible Conduct of Research) training.

The Research Overview page keeps a record of activity guides In Progress as well as the Completed guides you may have submitted in prior years (starting with the 2020-21 academic year—or later if you started in your program after the 2020-21 academic year.)



GradPlan

Committee

Course Plan

Research Overview

Annual Review

Requests

Research Overview

This page contains information from current and past annual research overview questions.

In Progress

Note: Selecting an In progress row will take you to the research overview for that year

Academic Year ▾

2020-2021

2021-2022

When you select an item in the Completed list, the Research Overview page will open showing your affirmations (initials and date) of the items (Graduate Handbook, Responsible Conduct of Research).

The screenshot shows a mobile application interface for 'GradPlan'. The top navigation bar includes 'Students - R4 January', 'GradPlan', and utility icons. A sidebar on the left lists 'Committees', 'Course Plan', 'Research Overview', 'Annual Review', and 'Requests'. The main content area is titled 'Research Overview for 2020' and contains two sections: 'Graduate Handbook' and 'Responsible Conduct of Research'. Each section displays a paragraph of text, followed by 'Initials NG' and 'Date 07/27/20 1:16PM'. The 'Responsible Conduct of Research' section includes a bulleted list of requirements.



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.

Your department will complete an annual review of your progress each academic year and they will indicate whether you are making satisfactory progress or not.

Staff and graduate advisors with administrative access to GradPlan can see when your annual review is complete and your academic progress.

Academic Year	The student is making satisfactory academic progress	Reviewed By
2021-2022	Y	dkh 4/14/22

Requests

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

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

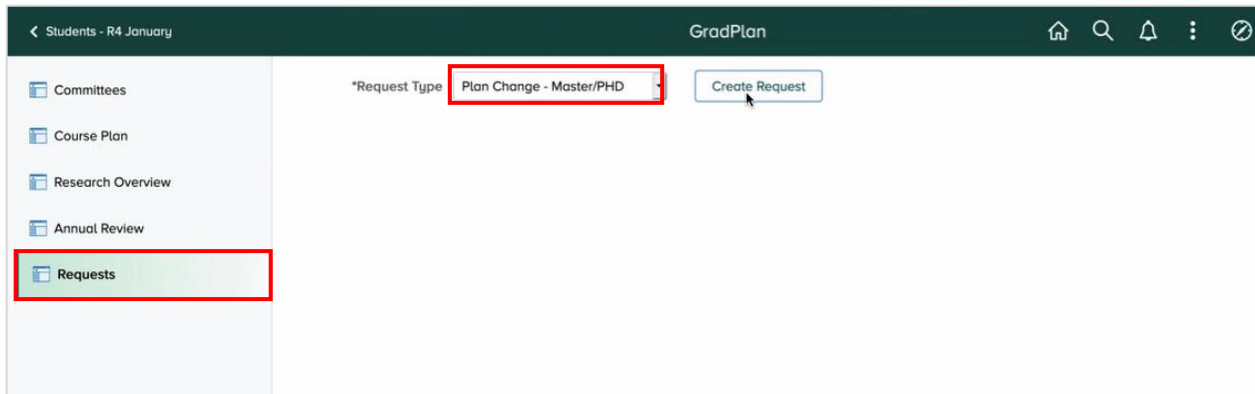
- Extension—Program (additional time to complete degree)
- Leave of Absence Request
- Plan Change—Add a Specialization
- Foreign Language Requirement (completion of language requirement)
- Plan A/Plan B (Master’s students switching between thesis/non-thesis option)

Example:

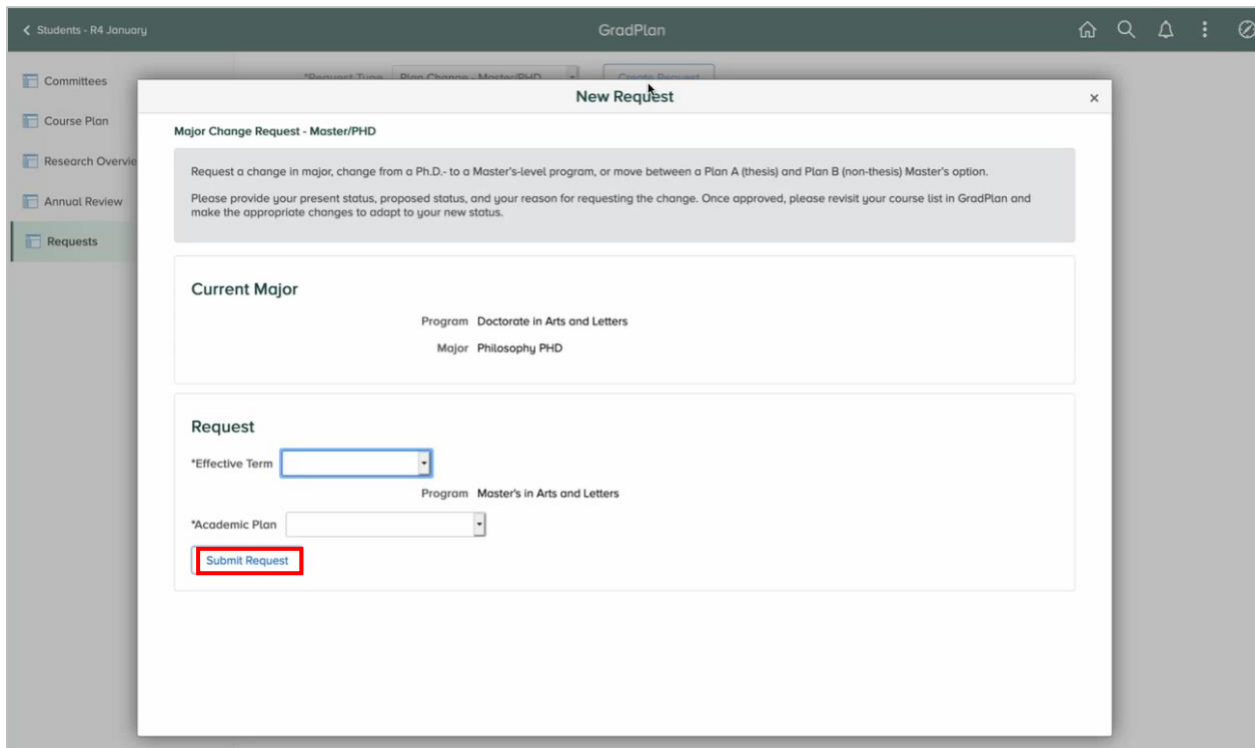
The format is essentially the same for all requests; the following are shown as examples.



Plan Change

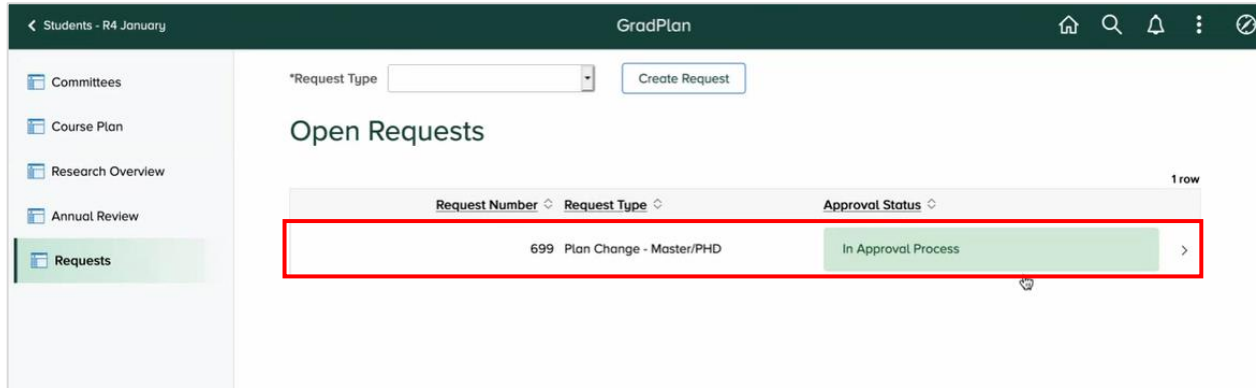


Once a Request Type is selected from the drop-down, click Create Request. A New Request page will open where students can review information or enter details to submit a request. In the example below, the *Plan Change* Request Type requires students to complete a few required fields before submitting a request.

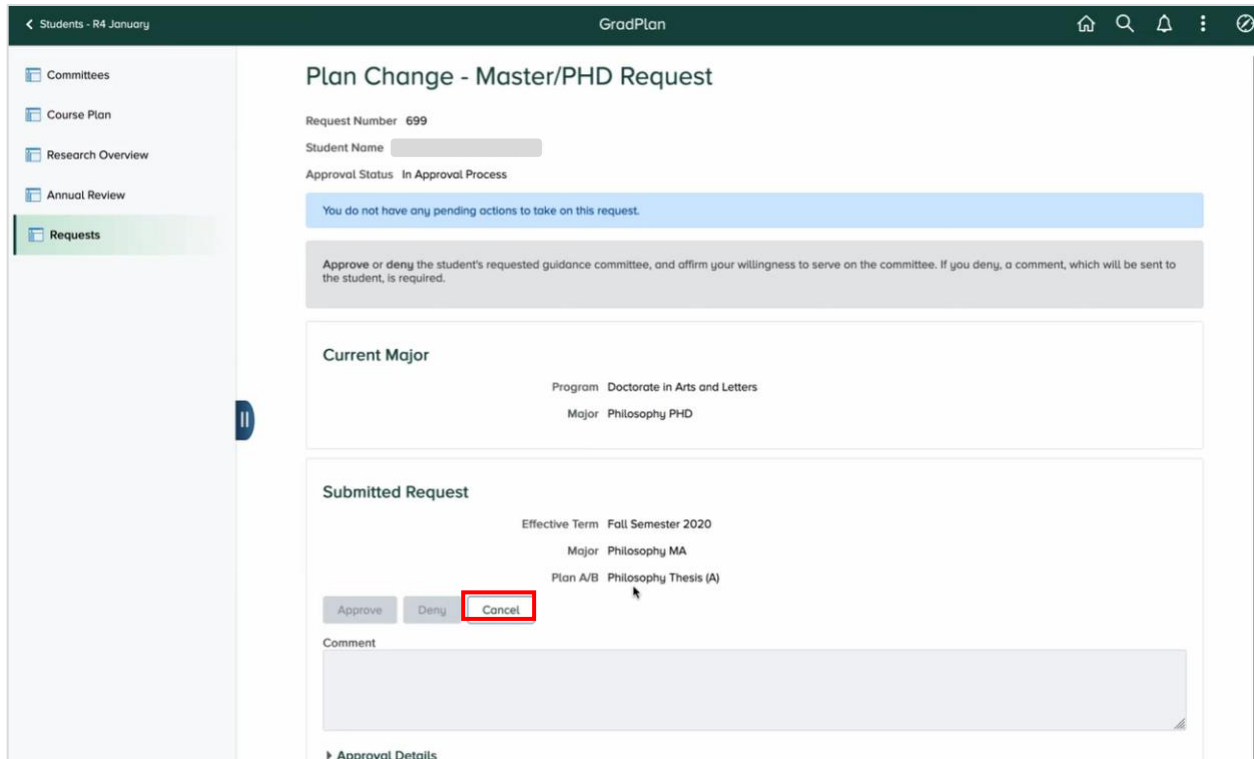




Once submitted, the request will appear under Open Requests with a status of “In Approval Process.”



Click the item to review details or cancel the request:

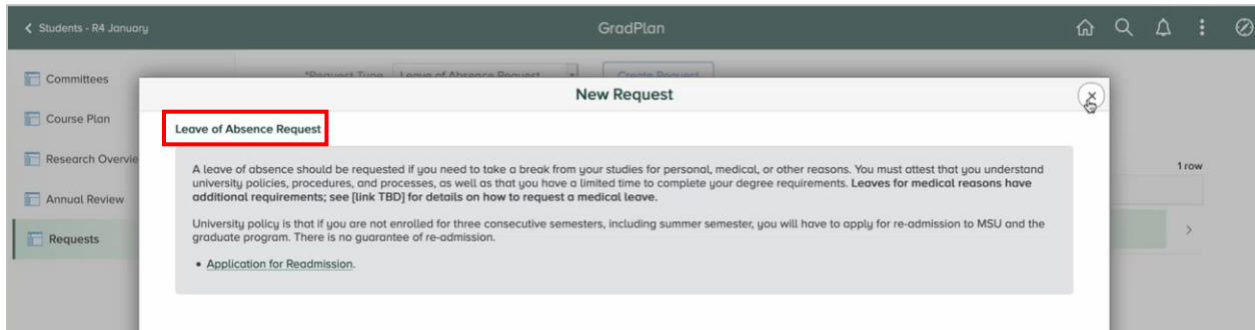


- Click **Cancel** to cancel the request and stop the workflow from progressing further.
- Click the **Approval Details** link to display the workflow progression.



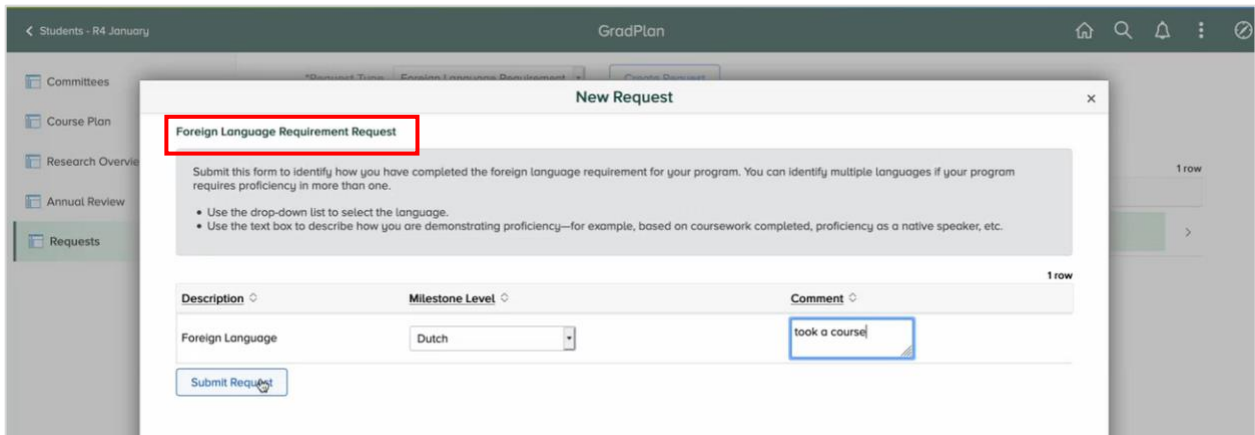
Leave of Absence

This is an example of an information-only document request. When a *Leave of Absence Request Type* is selected, a New Request page will open containing information about the process for requesting a leave.

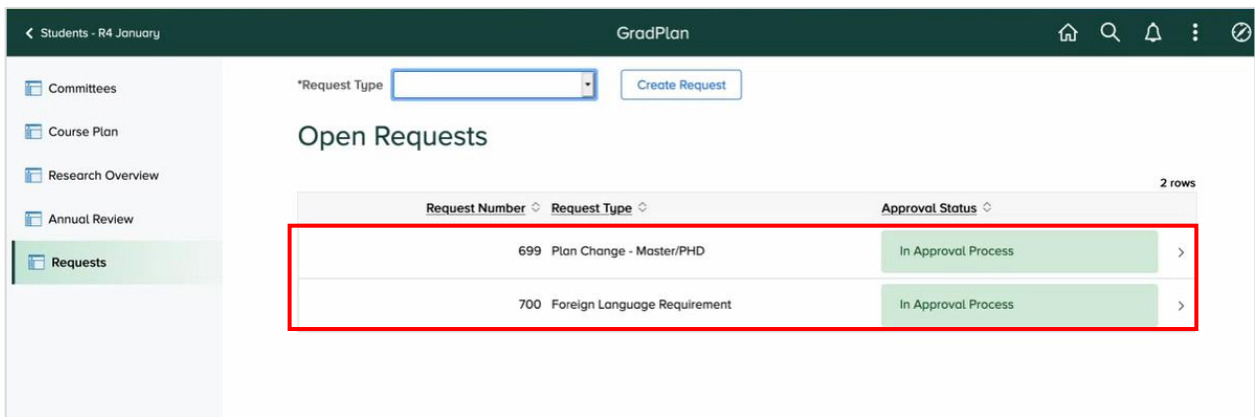


Language Requirement

When the *Foreign Language Requirement Request Type* is selected, a New Request page will open where you can identify the language for which they want approval and describe in the Comments section how you obtained proficiency in that language. ***This service request is available only to students in programs that have a foreign language requirement.***



Once submitted, the request will appear under Open Requests with a status of “In Approval Process.”





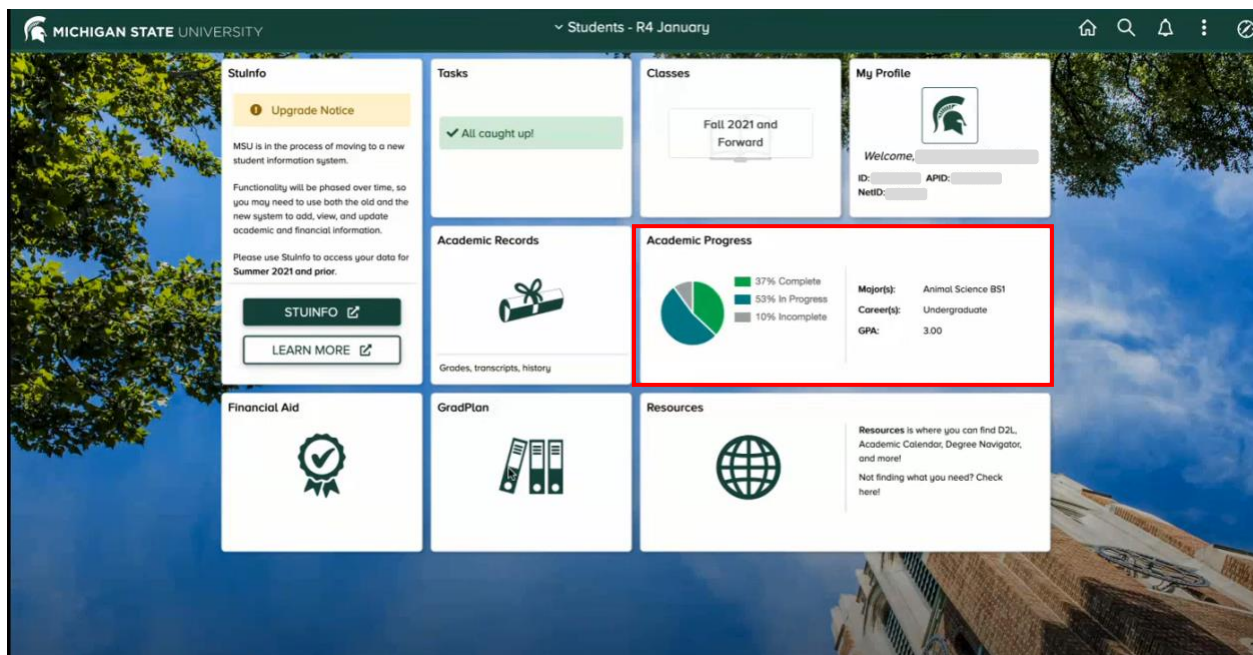
Click the item to review details or cancel the request:

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

Responsible Conduct of Research, Scholarship, and Creative Activities (RCR)

In addition to GradPlan, students can track training toward the Graduate School's Responsible Conduct of Research training requirement. The various classes and seminars that satisfy an RCR requirement are tracked by the Graduate School and various programs using a system called Ability; the data are extracted from Ability on a nightly basis, and displayed on the RCR page, sorted by the requirements. In addition, graduate students can log one-on-one discussion hours completed with their graduate advisor and request credit towards the in-person discussion requirement.

The RCR pages are available through the Academic Progress tile:



When you click the Academic Progress tile, the page opens with a list of menu items on the left; click on the RCR link to review the training you have completed.



Responsible Conduct of Research

This page displays the training you have completed for the University's requirement for annual Responsible Conduct of Research training. Contact your program if training you have completed is missing from this list.

Students in the graduate colleges (*not* Law or the medical colleges) are required to complete in-person discussion hours. In-person hours are automatically applied towards the requirement when earned as part of a formal course, but if allowed by your college and program you may also request credit for training provided by your advisor. Use the "RCR Discussion Form" link at the left to request approval for any non-course discussion sessions you complete directly with your advisor.

Academic Career Graduate
First Academic Year 2019-20

Year 1 Training - Four CITI Modules

Complete Yes

		4 rows
CITI-2101-WBT	09/19/2019	
CITI-2107-WBT	10/04/2019	

RCR training is recorded in the Ability system and a nightly process copies the training and displays it in the appropriate section of the RCR page. The **Complete** checkbox indicates when a requirement is complete.

Year 1 training consists of a series of on-line CITI modules. Non-Research Master's plans are Plan B plans, and they require the four CITI Modules in Year 1 and 6 hours of discussion-based training which needs to be completed before graduation.

Responsible Conduct of Research

Academic Career Graduate
First Academic Year 2019-20

Year 1 Training - Four CITI Modules

CITI-2101-WBT	08/30/2019	Complete: <input checked="" type="checkbox"/>
CITI-2107-WBT	08/30/2019	
CITI-2883-WBT	08/30/2019	
CITI-4035-WBT	08/30/2019	

The **Discussion-Based Training** requirement can be satisfied through approved workshops, seminars and academic courses. If an academic course you have taken covers RCR training, reach out to your department for assistance in getting that training uploaded into the Ability system.