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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

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:

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:

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.)
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).
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.

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:

*Request Type

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

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.