JOB AID

GradPlan Student View—Lockstep Programs

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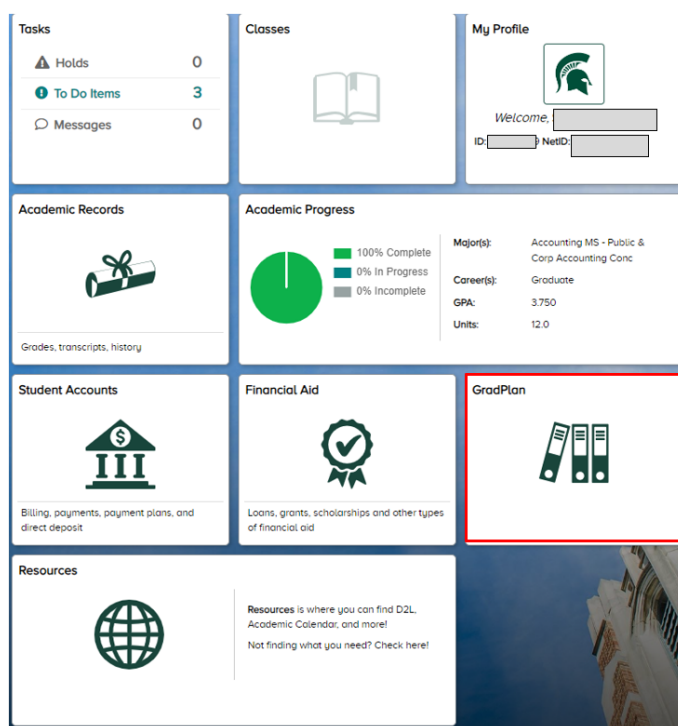
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# GradPlan Student View—Lockstep Programs

Students in the Graduate Career will see the GradPlan tile on their home page. GradPlan 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 GradPlan looks like from a student perspective for students in Lockstep Programs. Lockstep programs are those with a cohort of students who take all the same courses at the same time and there is no individuality in the program of study.


Log-in to https://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.

Committee

For students in lockstep programs, a Committee is not required. If you click on Committee, you will see the following:

Course Plan

For students in lockstep programs, 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 RECR (Responsible and Ethical 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).

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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 May 15 year for programs following the Academic year or by January 15 for programs following the calendar year.

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:

The format is essentially the same for all requests; the following page illustrates an example.

Program Extension

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.