



JOB AID

GradPlan Student View—Lockstep Programs

Revised 06/01/2024





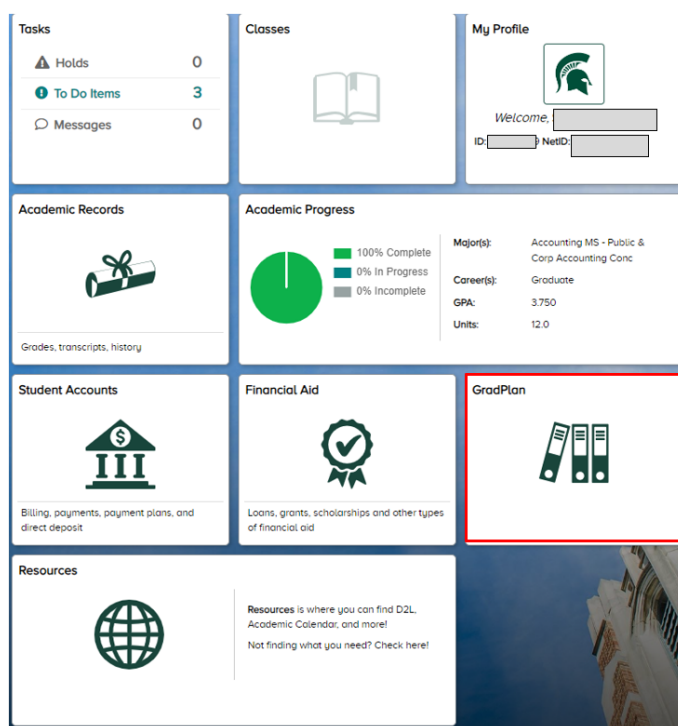
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GradPlan Student View—Lockstep Programs


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.





 GradPlan

 Committee

 Course Plan


 Research Overview


 Annual Review


 Requests


Committee


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


 GradPlan

 Committee

 Course Plan


 Research Overview


 Annual Review


 Requests


Course Plan


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


 GradPlan

 Committee

 Course Plan

 Research Overview

 Annual Review

 Requests



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.

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 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).

Students - R4 January

GradPlan

Committees

Course Plan

Research Overview

Annual Review

Requests

Research Overview for 2020

Research Overview

Graduate Handbook

I understand I am responsible for following the policies and practices stated in the [Academic Programs Catalog](#), which is the University's official record of regulations and program requirements. In addition, I am also bound by college and department policies and rules found in my program's Graduate Program Handbook.

Additional policies are described in [Graduate Student Rights and Responsibilities](#).

Initials NG

Date 07/27/20 1:16PM

Responsible Conduct of Research

Every student conducting research/scholarship is required to be educated on the responsible methods, interpretations, citations, analysis, and dissemination of that work. The faculty in your graduate program and college offer courses and other programs to assist you in conducting your work with scholarly integrity.

- You are responsible for tracking your progress in fulfilling the requirements of your program and/or college. You can find your program or college plan here: [Departments and Programs](#).
- For general information, please visit: [Research Integrity](#).
- Contact your program for more details.

I understand that completion of Responsible Conduct of Research training as defined by my college or program is required on an annual basis.

Initials NG

Date 07/27/20 1:16PM



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.

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, 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.



Program Extension

GradPlan

Requests can be made here for certain updates to your academic record. The drop-down list shows the options that are possible for your program. When you submit a request, it will be routed for the required approvals, and you will be notified when the process is complete.

*Request Type: **Extension - Program** [Create Request](#)

GradPlan

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

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.

New Request

Program Extension Request

Time extensions are generally expected to be requested prior to the deadline expiration. A second extension is usually not granted. Please work with your program to prepare the required form and any supporting documentation, and attach those materials to your request here.

This request requires approval by your program, college, and the Graduate School.

Request

Program Master's in Business

Plan Accounting MS

Admit Term Fall Semester 2021

Current Deadline Spring Semester 2023

*Extend through the end of **[Dropdown]**

*Reason **[Text Area]**

Attached File

[Add Attachment](#)

[Submit Request](#)

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



Requests can be made here for certain updates to your academic record. The drop-down list shows the options that are possible for your program. When you submit a request, it will be routed for the required approvals, and you will be notified when the process is complete.

*Request Type

[Create Request](#)

Open Requests

Request Number	Request Type	Approval Status
24593	Extension - Program	In Approval Process

Click the item (In Approval Process) to review details or cancel the request:

Request Number 24593

Approval Status In Approval Process

You do not have any pending actions to take on this request.

Empl ID	Student Name	Academic Program	Academic Plan
		Master's in Business	Accounting MS

Approve or deny the student's request. If you do not approve, a comment is required and will be sent to the student.

Request

Program Master's in Business

Plan Accounting MS

Admit Term Fall Semester 2021

Current Deadline Spring Semester 2023

Extend Until Fall Semester 2023

Reason

Attached File test.docx

[View Attachment](#) [Approve](#) [Deny](#) [Cancel](#)

Comment

[Approval Details](#)

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