



JOB AID

GradPlan Overview for Staff

Revised 7/01/2026





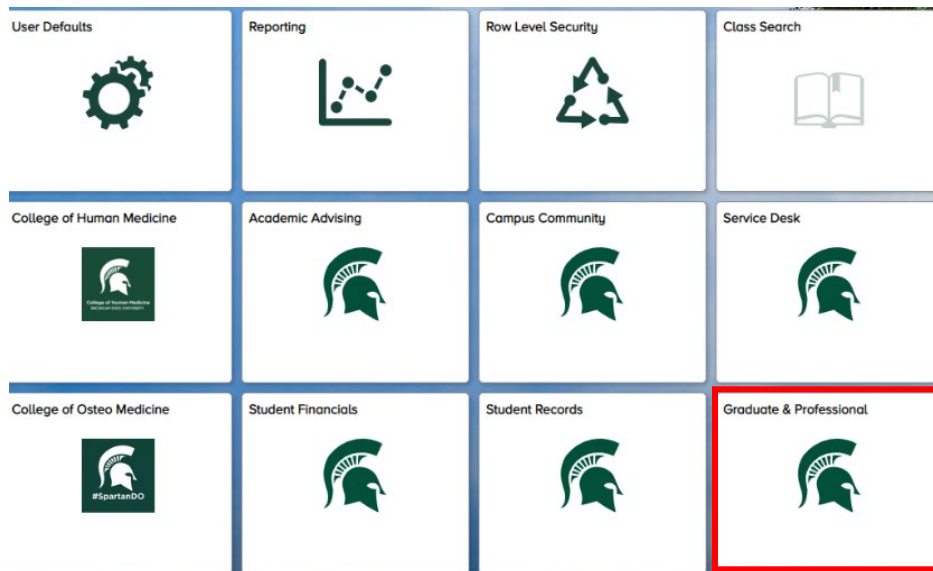
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GradPlan Overview for Staff

Administrative staff can see the Graduate & Professional tile on their home page after logging in to SIS at <https://student.msu.edu>.



After clicking on the Graduate & Professional tile, the page opens with a list of menu items on the left side of the page.

 **A complete GradPlan is required prior to a student's degree being conferred. GradPlan consists of 4 parts: Annual Research Overview, Committee, Course Plan, and Annual Review**

GradPlan Data Administration

1. Click **GradPlan Data Administration** on the left side menu. (Screenshot on next page) GradPlan Data Administration is the staff view of GradPlan. (Students have a different view which may be seen in the GradPlan Overview for Students Job Aid which may be found at <https://grad.msu.edu/academics/student-resources>.)
2. **ID:** If you know the Student ID, enter it and click **Search**. If you do not know the Student ID, enter Last Name/First Name and click Search.



Admin Home Graduate & Professional

Student Services Center

GradPlan Data Administration

Candidate Management

Track RCR

Student Milestones

Thesis Management

Non-Regular Committee Members

Placement & Residency

Honors and Awards

Publications

GradPlan Data Administration

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with

Academic Institution: begins with

Academic Program: begins with

Candidate Number: begins with

Description: begins with

Last Name: begins with

First Name: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

The GradPlan Data Administration page opens to the **Research Overview** tab.

Research Overview Committee Course Plan Annual Review Pending Requests

ID: Academic Career GRAD Name: Academic Program Doctorate Ag & Nat Resources

Candidate Number: 000 Status: Active in Program

Find View All First 1 of 6 Last

Academic Year 2025-2026

Graduate Handbook

Student Initials: Initialed on:

Responsible Conduct of Research

Student Initials: Initialed on:

Research Reviews and Approvals

Student Initials: Initialed on:

Has the student conducted research with human subjects? ☐ Yes ☐ No

Has the student conducted research with animal subjects? ☐ Yes ☐ No

Has the student conducted research with hazardous materials? ☐ Yes ☐ No

Committee and Course Plan

Student Initials: Initialed on:

Milestones and Thesis/Dissertation

Program	Description	Milestone Complete	Date Completed	Term Required	Anticipated Term
Doctorate Ag & Nat Resources	Guidance Committee Chair D	Completed	04/04/2022		
Doctorate Ag & Nat Resources	Comprehensive Examination	Completed	12/09/2022		Fall Semester 2022
Doctorate Ag & Nat Resources	Dissertation Defense D	Incomplete			Spring Semester 2026
Doctorate Ag & Nat Resources	Doctoral Dissertation	Incomplete			Spring Semester 2026
Doctorate Ag & Nat Resources	Dissertation Director	Incomplete			Spring Semester 2026



Research Overview Tab

This is where results are stored for the activity guides graduate students are required to complete each academic year they are active in their graduate program. The activity guides are assigned at the start of each academic year (fall semester) as “to-do” items, with students’ responses stored on this page.

Students are required to complete the activity guide every academic year they are enrolled in their graduate program. There is a row for each academic year, beginning with the current year, where staff can review the status/results, including:

- A. **Graduate Handbook:** In this section, the student acknowledges responsibility to follow university/department guidelines and policies.
- B. **Responsible Conduct of Research:** The student acknowledges responsibility to follow Responsible and Ethical Conduct of Research (RECR) requirements and to complete required training.
- C. **Research Reviews and Approvals:** In this section, if a student answers “yes” to either of the human/animal subject questions, additional fields open for the IRB Number/IACUC Number validating that the required approvals have been obtained. These fields are editable by staff with the GradPlan User/Update role to make corrections, if necessary. To change Yes/No answers click the other circle. To change/add/delete an IRB or IACUC number, make the changes. When all changes have been made, click Save at the bottom of the page.
- D. **Committee and Course Plan:** Here, the student acknowledges they will keep their guidance

Research Reviews and Approvals

The student has not completed this section.

Student Initials: Initialed on:

Has the student conducted research with human subjects? ☒ Yes ☐ No IRB Number

Has the student conducted research with animal subjects? ☒ Yes ☐ No IACUC Number

Has the student conducted research with hazardous materials? ☐ Yes ☐ No

committee composition (if required by their program) and course plan up to date.

- E. **Milestones and Thesis/Dissertation:** In this section, Doctoral students can indicate a subject area for their comprehensive exam and a proposed dissertation/thesis title.

Milestones and Thesis/Dissertation

The student has completed this section.

Milestones					
Program	Description	Milestone Complete	Date Completed	Term Required	Anticipated Term
Doctorate in Arts and Letters		Incomplete			

Comprehensive examination areas

Studies in Math

Titles		
Program	Title	Status
Doctorate in Arts and Letters	Awesome Dissertation Topic	PROPOSED



Committee Tab

If a guidance committee is required by the student's program, staff can see a list of current committee members here once the committee request has been submitted by the student and approved by all plan signers.

Note: Staff can check their Worklist to see if a request is routing for a student. A Quick Guide regarding "Worklist" may be found at <https://grad.msu.edu/faculty-and-staff-resources/gpds-and-gpas>. Staff can also check the "Pending Requests" tab to see any outstanding requests for a student,

Committee composition over time is maintained on a separate page that includes a history of when committee members were added or removed (see *Candidate Management* section below).

Name	Email Address	Chair	Dissertation/Thesis Director
		✓	✓

REMINDERS:

- Students are to make changes to their committee composition through GradPlan. Staff are not to make any updates to a student's committee on the Candidate Management page.
- Students in programs that require a guidance committee must have an approved committee prior to submitting a course plan request.
- If a committee composition changes at any time (new members, faculty leaving MSU, outside faculty being added, etc.) the student must submit a revised committee for approval. Once the revised committee is approved, other GradPlan requests may be submitted and they will route to the correct committee composition.
- If a student wants to add a non-tenured MSU person or a non-MSU person as a committee member, please follow the process at: <https://grad.msu.edu/academics/policies-and-procedures/graduate-school-approved-faculty-on-committees>
- An approved non-MSU committee member with no previous MSU affiliation must have a guest account set up before the student is able to find them in SIS and add them as a committee member. When the non-MSU committee member is added in to SIS, they will receive emails from gradsis@grd.msu.edu welcoming them to serving on a guidance committee at MSU and providing instructions on how to set up a guest account. The non-MSU committee member **must** create their guest account as soon as possible using the email address that was given when the request for approval was submitted to the Graduate School.



Course Plan Tab

If the student has created and submitted a course plan and it has been approved, staff can review it here.

[Research Overview](#) | [Committee](#) | **[Course Plan](#)** | [Annual Review](#) | [Pending Requests](#)

ID Name

Academic Career GRAD Academic Program Doctorate Ag & Nat Resources

Candidate 000 Status Active in Program

Number

[Personalize](#) | [Find](#) | | First 1-16 of 16 Last

Course	Category	Planned/Completed Term	Units
1 EPI 808: Biostatistics I	Concentration	2218	3.00
2 EPI 809: Biostatistics II	Concentration	2222	3.00
3 EPI 810: Introductory Epidemiology	Concentration	2208	3.00
4 EPI 812: Causal Inference Epidemiology	Concentration	2228	3.00
5 EPI 828: Responsible Conduct Research	Concentration	2228	1.00
6 EPI 829: Des Epidem Stdy & Clin Trials	Concentration	2222	3.00
7 HNF 820: Advanced Biochemical Nutrition	Required	2208	3.00
8 HNF 821: Advanced Vitamins and Minerals	Required	2212	3.00
9 HNF 823: Research Methods Hum Nutrition	Required	2218	3.00
10 HNF 824: Nutrition Policies & Programs	Required	2222	1.00
11 HNF 840: Human Nutr & Chronic Diseases	Required	2218	3.00
12 HNF 892: Nutrition Seminar	Required	2222	1.00
13 HNF 892: Nutrition Seminar	Required	2232	1.00
14 HNF 894: Human Nutrition Practicum	Required	2228	1.00
15 PSL 431: Human Physiology I	Research Requirement	2208	4.00
16 PSL 432: Human Physiology II	Research Requirement	2212	4.00

Course Notes

Total Units 40.000

Depending on the program, students may not complete a course plan until after their first or second year. The course plan is not tied to the Degree Audit. It is a planning tool for students to indicate the courses they intend to take to fulfill their degree requirements. Staff should cross-reference what is in the course plan with the Degree Audit to ensure that the students have taken or plan on taking courses that meet their degree requirements.

Note: Research Credits (899s/999s) are not accounted for in the Course Plan. They are only accounted for in the Degree Audit.

REMINDERS:

- If a student is in an academic plan that does not require a guidance committee, there **MUST** be an advisor listed on the student's record **BEFORE** the student submits their course plan for approval. Otherwise, the request will stall and it will be denied by the Grad SIS team.
 - The Form Checker should look at a request's routing to ensure that there is an advisor listed (and the advisor is correct) and that there are approvers at all subsequent levels prior to approving the request. If the advisor or another approver is missing or incorrect, the Form Checker should "deny" the request.
- Students are to use "Search My Classes" for any previous courses taken and "Search By





Subject” for any future classes. (Example below)

The screenshot shows the 'Course Search' section of the Student Information System. At the top, there is a header 'Course Search'. Below it, a grey box contains instructions: 'Search for courses to add to your course plan.' and two bullet points: 'Click Search My Classes to identify courses you have already taken that you want to include in your plan.' and 'Identify a subject and click Search by Subject to search the Course Catalog for courses you plan to take in the future.' A red arrow points to the 'Search My Classes' button. Below this, the 'Search Criteria' section is visible. It has two columns. The left column is titled 'Search My Classes' and contains a 'Search My Classes' button. A red arrow points to this button, with the text 'Previous Courses' next to it. The right column is titled 'Search By Subject' and contains a 'Subject Area' dropdown menu, a 'Class Level' section with three radio buttons (900 Level only, 800 Level and above, 400 Level only, 399 Level and above), and a 'Search By Subject' button. A red arrow points to this button, with the text 'Future Courses' next to it.

- GradPlan will only show students' previous courses where they have received a 2.0 or higher as choices when creating their course plans. If your unit is willing to accept a course with a grade below 2.0 as part of the degree plan, the only option is for the student to add a Course Note about the class in their Course Plan request.

Annual Review Tab

Staff have access to annual reviews students complete with their advisors from this shared repository. As a department's review cycle is concluded (May 15 for academic year reviews or January 15 for calendar year reviews), staff can upload the students' review document(s) to this page, which will have a row for each academic year. Multiple documents can be uploaded. Students can see which attachments were uploaded on their GradPlan page. Students can also upload documentation of completed reviews with their advisor in GradPlan themselves. If a student uploads something in error, staff with the GradPlan User/Update role can delete what the student uploaded or upload additional documents.

Note: A quick guide titled "How to upload an annual review" provides direction on how staff and students can upload Annual Review documentation. The quick guide may be found at <https://grad.msu.edu/faculty-and-staff-resources/gpds-and-gpas> or <https://grad.msu.edu/academics/student-resources>.



Research Overview | Committee | Course Plan | **Annual Review** | Pending Requests

ID 1 [] Name []

Academic Career GRAD Academic Program Doctorate Ag & Nat Resources

Candidate Number 0000 [] Status Active in Program

Academic Year 2025-2026

Find | View All First 1 of 5 Last

Files

Find | View All First 1 of 1 Last

Attached File

+ -

Add Attachment

File name must be less than 65 characters long

REMINDER:

- Several types of documents may be uploaded for the annual review (Word, Excel, PDF, etc.), but the file name **MUST** be less than 65 characters, or the file will not be uploaded and there will be an error message.
- This is an annual requirement.

Note: For students in academic plans which have been approved/denoted by the Graduate School as being “Lockstep,” there are separate GradPlan Job Aids for students and staff. The staff job aid may be found at <https://grad.msu.edu/faculty-and-staff-resources/gpds-and-gpas> and the student job aid may be found at <https://grad.msu.edu/academics/student-resources>.

Pending Requests Tab

This page shows any pending GradPlan requests a student may have. When you click on the View button, a new screen will come up showing the request. From that page you can see where the request is in the approval process by clicking on Approval Details.

Research Overview | Committee | Course Plan | Annual Review | **Pending Requests**

ID [] Name []

Academic Career GRAD Academic Program Doctorate in Nat Sci

Candidate Number 0 [] Status Active in Program

Find | View All | [] | [] First 1 of 1 Last

Request Number	Request Type	Approval Status	View
1	[] Committee Creation Request	In Approval Process	View

Save Return to Search Notify

[Research Overview](#) | [Committee](#) | [Course Plan](#) | [Annual Review](#) | [Pending Requests](#)



Student Committee Request

Request Number

Approval Status In Approval Process

1 row			
Empl ID ↑↓	Student Name ↑↓	Academic Program ↑↓	Academic Plan ↑↓
1		Doctorate in Nat Sci	Cell and Molecular Biology PhD

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

A request has been received from a graduate student to create or modify the student's guidance committee.

Form Checkers, Program Signers, and College Signers: Please approve or deny the committee. To deny the request, enter a comment in the Comment field and click the Deny button. Notification of the denial and the text of your comment will be sent to the student.

Committee Members: Please confirm your willingness to serve on this student's guidance committee by clicking the Approve button below. To decline service on this student's committee, enter a comment in the Comment field and click the Deny button. Notification of the denial and the text of your comment will be sent to the student. The Graduate School is appreciative of committee members' willingness to support this student's graduate study at Michigan State University.

Submitted Request

6 rows			
Name ↑↓	Email Address ↑↓	Chair	Dissertation/Thesis Director
R			
A			
C			
P		✓	✓
A			
L			

Comment

Approve

Deny

> [Approval Details](#)



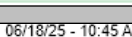
✓ Approval Details

Approval Details

Forms Checker Step

Step Status: **Approved**

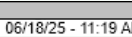
Approved

✓ 
06/18/25 - 10:45 AM

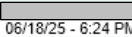
Committee Members Step

Step Status: **Pending**

Approved

✓ 
06/18/25 - 11:19 AM

Approved

✓ 
06/18/25 - 6:24 PM

Pending

Pending

Pending

Pending

Program Signer Step

Step Status: **Awaiting Further Approvals**

Not Routed

 Multiple Approvers

College Signer Step

Step Status: **Awaiting Further Approvals**

Not Routed

 Multiple Approvers

Candidate Management

This is another location where the students' guidance committee members are recorded and staff can see changes over time in the committee composition. The current committee is always found in the Committee Tab of the GradPlan Data Administration page.

1. **Candidate Management** Navigation: Menu > Records and Enrollment > Candidate Management (see screenshot on next page)
2. **ID:** If you know the Student ID, enter it and click **Search**. If you do not know the Student ID, enter Last Name/First Name and click Search.



Manage Research Candidates

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

ID:

*Academic Institution:

Candidate Number:

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#)

The committee (supervisor) page opens with a separate row (or Sequence number) for each committee member who has ever served on the student's committee. As changes are submitted by the student and approved via workflow, this page is updated automatically with a new sequence number (for a new committee member) or effective-dated row (for a change to an existing committee member) reflecting the change.

Information | Research Topic | **Supervisors** | Consumption and Submission | Other Assignments

Academic Institution: Michigan State University Candidate Number: 00000008909
Academic Career: Graduate Student Career Nbr: 0
Academic Program: Master's in Osteo Med Academic Plan: Pharmacology and Toxicology MS

Supervisors Find | View All First 1 of 1 Last

Sequence: 1 Attachments (0)

Supervisor Details Find | View All First 1 of 1 Last

*Effective Date: 01/06/2020 *Effective Sequence: 1

*Effective Status: Active

Supervisor:

Start Date: 01/06/2020 End Date:

Supervision Percentage: Supervisor Role: Chair

Funding Percentage: Affiliation Code:

Budget Department: ☐ Primary Supervisor

Academic Organization: ☐

Advisory Committee:

Comments

*Status: ACTIVE Active Committee Member

Status Date: 01/06/2020

Transfer To:

REMINDER: Staff are not to make any changes on the Candidate Management page. Students are expected to submit all committee changes via the GradPlan workflow. This page serves only as a record of changes over time and is useful for reviewing those changes.