



JOB AID

GradPlan - Workflow

Revised 07/01/2026



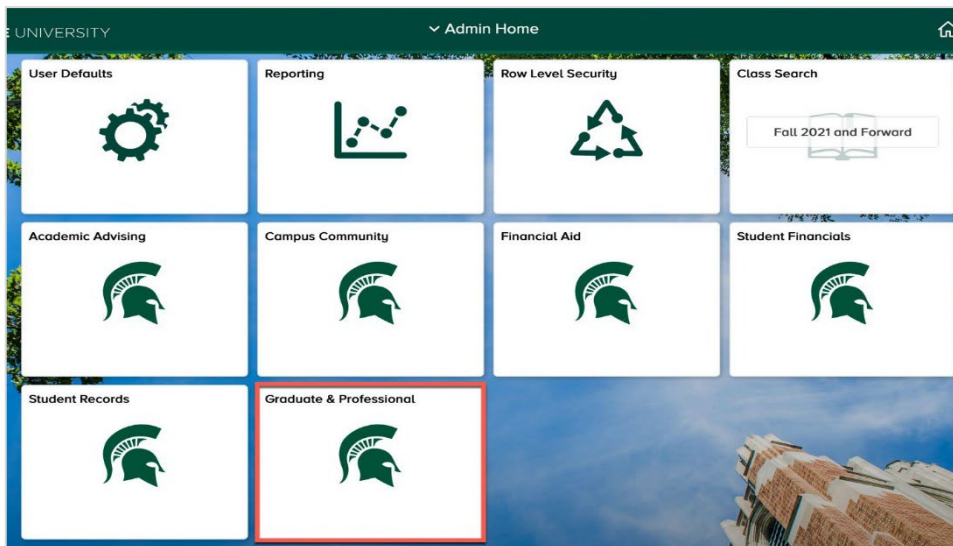


GradPlan | Workflow

Doctoral and Master's students use GradPlan to build and maintain records of their committees, course plans, yearly research activity updates, and annual reviews with their advisors. Students may also submit requests, asking for updates to their academic record, such as a change to their guidance committee or course plan, adding a dual major or specialization, switching from a PhD to a terminal Master's, approval of a foreign language requirement, etc.

Depending on the type of request, a workflow process is initiated requiring approval from people in the roles of Form Checker, Guidance Committee Member or Advisor, Program Approvers, and College Approvers. If your approval is required for a workflow request, you will be notified by an email sent from gradsis@grd.msu.edu. You may either click on the URL link in the email or navigate directly to SIS (My Worklist – Summary View) to review the request.

1. Log-in to SIS: <https://student.msu.edu>
2. Click on the Graduate & Professional tile.



3. Go to **My Worklist—Summary View**. This page may be reached by doing the following:
 - Log-in to <https://student.msu.edu>
 - Click on the Graduate & Professional Tile
 - Click on My Worklist—Summary View in the menu on the left side of the page
 - A list of all pending requests at your current level of approval will be listed here

OR

- Log-in to <https://student.msu.edu>
- Click on the Compass in the upper right corner of the Admin Home Page
- Click on Menu
- Click on Worklist from the list



- Click on My Worklist—Summary View

Worklist

Worklist for []

Worklist Filters []

Feed -

Date From	Work Item	Worked By Activity	Priority	Link
04/26/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL 11072 GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR 24407 RDC-RA 0 A
04/26/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL 11074 GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR 24409 RDC-RA 0 A
04/26/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL 11076 GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR 24413 RDC-RA 0 A
04/26/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL 11158 GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR 24562 RDC-RA 0 A
04/26/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL 11048 GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR 24367 RDC-RA 0 A
04/26/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL 11050 GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR 24370 RDC-RA 0 A
04/26/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL 11053 GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR 24374 RDC-RA 0 A
04/26/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL 11039 GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR 24353 RDC-RA 0 A
04/26/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL 11017 GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR 24323 RDC-RA 0 A
04/26/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL 11014 GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR 24318 RDC-RA 0 A

Managing Workflow Requests

- Upon navigating to your worklist, you will see a list of all pending items requiring your attention.
- Click on a request link to open the details of the request.

Worklist for []

Worklist Filters []

Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link
[]	09/29/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL [] GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR [] RDC-RA 0 A
[]	11/01/2023	Approval Routing	Approval Workflow	1-High	GR CPA APPROVAL [] GR CPA APPROVAL 2020-01-04 N.O. MSU GR SS REQ NBR [] RDC-RA 0 A



Example:

Comprehensive Exam Extension Request

Request Number 108
Student Name
Approval Status In Approval Process

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 Doctorate Ag & Nat Resources
Plan Ag, Food & Resource Econom PHD
Admit Term
Current Deadline Fall Semester 2023
Extend Until Fall Semester 2024
Reason need more time

Attached File Puffins.png

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

Comment

[Approval Details](#)

- **View Attachment:** view attachment (only if an attachment is required for the request type)
- **Approve:** click to approve the request
- **Deny:** click to deny the request
 - **If you deny a request, you are required to enter a comment**
- **Comment:** if you deny a request, you must enter a comment here; the student is notified of the denial, and can view your comment
 - Comments are optional for requests that you approve
- Click the **Approval Details** link at the bottom of the entry to view the workflow progression for the request, including the names of previous or remaining approvers. Please look at all subsequent levels of approval after your left to ensure there are approvers at every level. If an approver is missing, the request must be denied.

Reminder emails about pending worklist items awaiting a response are sent from gradsis@grd.msu.edu every three to five days. If a request is not acted upon within two weeks, the Form Checker for the student's department is notified via email so they can take further action. All GradPlan requests must be fully addressed (approved, denied, or terminated) within 30 days of submission or they will be denied administratively.

Note: as a reminder and to assist faculty: if the email notification the Plan Signer should have received has been lost, signers should check "My Worklist—Summary View" to see any outstanding requests that require action.

Workflow for each type of GradPlan Request

- **Committee**
 - Form Checker > All Committee Members > Program Signer > College Signer



- **Course Plan**
 - Student is in an Academic plan that needs a committee: Form Checker > All Committee Members > Program Signer > College Signer
 - Student is in an Academic plan that does not need a committee: Form Checker > Advisor > Program Signer > College Signer
- **Dual Major**
 - Main Major Form Checker > The Graduate School
- **Comprehensive Exam Extension**
 - Form Checker > The Graduate School
- **Program Extension**
 - Form Checker > The Graduate School
- **Foreign Language approval**
 - Form Checker > Program Signer
- **Plan Change Master's Plan A/B**
 - Form Checker > Committee Chair or Advisor (if no committee) > Program Signer > College Signer
- **Plan Change PhD to Master's**
 - Form Checker > Committee Chair or Advisor (if no committee set up yet) > Program Signer > College Signer
- **Plan Change Add Specialization**
 - Form Checker > Committee Chair or Advisor (if no committee) > Program Signer > College Signer

Once the final signer approves a request, the request cannot be cancelled, and the final decision cannot be removed.

Dual Major Requests: When a Dual Major Request has been approved by the Graduate School, the Main Major College Level Approvers receive an email from gradsis@grd.msu.edu. The email indicates that the Main Major College Level Approver needs to add the dual major code onto the student's CPP stack. (Plan Change and Add a Major onto the student's CPP stack)

How to request GradPlan Workflow roles for staff

The Grad SIS team maintains the table with GradPlan Workflow roles for staff. If there are any changes that need to be made (additions/deletions) an access request needs to be submitted through TDX (<https://tdx.msu.edu>) by the college GAAD assistant.

Necessary information required for the access request form

- User's name
- User role (Form Checker, Program Signer, College Signer)
- Academic Plan code(s) for Form Checker and Program Signer (remember dual major codes too)
- College Org code for College Signer

When the Grad SIS team makes an update to user's roles, any new requests going forward from the point of update will route to the revised Plan Signers. Any requests that are currently routing will continue to route to the original Plan Signers.

When a new Academic Plan Code is created (a new Master's or Doctoral code OR a new dual major code) Plan Signers must be set up for the new codes. GAAD assistants must submit an access request form in TDX when new Academic Plan codes are created so GradPlan workflow roles can be added.



To review the current workflow roles for specific staff, academic plans, or academic programs, please run the following query in the Graduate Reporting Center: MSU_GR_GRADWORKFLOW_ROLES.

As a reminder, users may only have one of the following roles in GradPlan Workflow: Form Checker, Program Approver, College Approver. Please do not request multiple roles.