



JOB AID

Graduate Reporting Center

Revised 07/01/2026



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Graduate Reporting Center

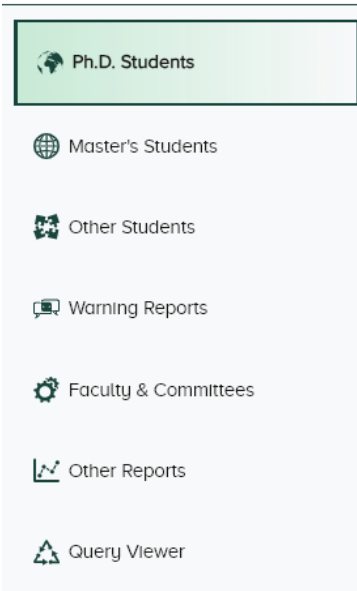
The Graduate School has included many predefined queries in the Graduate Reporting Center for easy access. Additional queries may be created and added in the future. The **Graduate Reporting Center** is available to staff who have access to GradPlan.

- Log-in to SIS at <https://student.msu.edu>.

Navigation: Admin homepage > Graduate & Professional tile > Graduate Reporting (left-hand menu)

A list of report categories is displayed on the left; click a section heading to show the available queries within the section.

Graduate Reporting Center



Available Graduate Queries

Below is a list of Graduate queries currently available in the Graduate Reporting Center:

1. Ph.D. Students

- **MSU_GRAD_DUALS_APPROVED: Approved Duals:** identifies dual major requests that have been approved by the Graduate School
- **MSU_GRAD_STUDENT_RESEARCHCRED: Research Credits:** displays list of graduate students and the number of research credits they have completed.
- **MSU_GR_DUAL_PHD_STDNT_LIST: Dual Major PhD Students:**



active PhD students who also have a dual major on their CPP stack

- **MSU_GR_GRAD_STUDENTS_LIST: Master's or PhD Students:** active master's or doctoral students based on program and plan entered
- **MSU_GR_MLTPL_PLN_STDNT_LIST: Master's PhD Students:** students who are active in master's and PhD plan at the same time
- **MSU_GR_PHD_BY_STAGE: PhD Students by State:** Admitted-but not enrolled, First semester of enrollment in plan, Continuing students, Candidates (post comps). Based on program and plan entered

2. Master's Students

- **MSU_GR_BACHELORS_MASTERS_STDNT: Bachelor's-Master's Students:** undergraduate students also enrolled in a Master's plan
- **MSU_GR_GRAD_STUDENTS_LIST: Master's or PhD Students:** active Master's or Doctoral students based on program and plan entered
- **MSU_GR_MASTERS_BY_STAGE: Master's Students by Stage:** Admitted-but not enrolled, First semester of enrollment in plan, Continuing Students, Candidates. Based on program and plan entered.
- **MSU_GR_MLTPL_PLN_STDNT_LIST: Master's PhD Students:** students who are active in Master's and PhD plan at the same time

3. Other Students

- **MSU_GR_GRAD_CERT_ACTIVE: Grad Cert. Active Students:** students who are active in a Graduate certificate
- **MSU_GR_GRAD_CERT_COMP: Grad Cert. Complete Students:** students who have completed a Graduate certificate
- **MSU_GR_INACTIVE_STUDENTS: Inactive Students:** inactive students who have an Expected Graduation Term
- **MSU_GR_NONDEGR_CLASSES: Lifelong Education Students:** non-degree students enrolled in a program's classes
- **MSU_RPT_ACTIVE_NOT_ENROLLED: Active Not Enrolled Students:** students who are active, but not enrolled for a specific term

4. Warning Reports

- **MSU_GR_ANNUAL_REVIEW_MISSING: Annual Review Missing:** active students who do not have an annual review uploaded to GradPlan in a specific term or academic year.
- **MSU_GR_GRADPLAN_COMPLETE: GradPlan Complete:** results indicate whether each of the four components of GradPlan is complete in a specific semester or not.
- **MSU_GR_MILESTONE_EXT_ALL: Milestone Extension:** list of students in a program/plan and looking at a specific milestone. Results indicate semester in which a milestone is required and if an extension was approved.
- **MSU_GR_MLSTN_TIMELIMIT: Graduate Milestone Warning:** active students who have a particular milestone in "not completed"



status.

- **MSU_GR_RCR_CITI_Y1: RCR CITI Year 1 Incomplete:** list of students who do not have RECR Year 1 completed based on plan entered.
- **MSU_GR_RCR_CITI_Y2: RCR CITI Year 2 Incomplete:** list of students who do not have RECR Year 2 completed based on plan entered.
- **MSU_GR_RCR_REFRESHER_NOTCMPLT: RCR Refresher Years Incomplete:** list of students who have incomplete refresher years.
- **MSU_GR_RCR_SIXHOURS: RCR Discussion Hours Incomplete:** list of students who do not have the 6 hours RECR Discussion hours completed based on plan entered.
- **MSU_GR_SRVCIND: Graduate Service Indicator:** active students who have a service indicator (hold).

5. Faculty and Committees

- **MSU_GR_FACULTY_COMM_SERVICE: Faculty Committee Service:** List of committees a faculty member has served on and is currently serving.
- **MSU_GR_SPECAPPRVD_TABLE: Specially Approved Committee Members:** List of specially approved non-tenured MSU committee members and non-MSU committee members
- **MSU_RPT_ADVISEE_LIST: List of Advisees/Advisors:** List of Advisors in specific academic programs or plans or list of advisees for a specific advisor

6. Other Reports

- **MSU_GR_GRADPLAN_REQUEST_STATUS: GradPlan Request Status:** Provides the status of any GradPlan request
- **MSU_GR_GRADWORKFLOW_ROLES: GradPlan Workflow Roles:** See department/college staff who hold specific GradPlan Workflow roles or see a specific person's Workflow roles
- **MSU_GR_GRAD_SPECIALIZATION: Specializations:** List of students who have a specialization
- **MSU_GR_MILESTONE_COMPLETE_DATE: Date Milestone was complete:** List of student milestones and completion status
- **MSU_RC_APPLIED_TO_GRADUATE: Applied to Graduate:** List of students in a plan who have applied to graduate
- **MSU_RC_DGRS_AWRDED: Degrees Awarded by Term:** List of students' degrees awarded by Term
- **MSU_RC_ENRLD_BY_CPP: Enrolled in CPP:** List of students active in a Career, Program, and Plan by Term
- **MSU_RC_NEW_STDNTS_BY_PROG_PLN: Number of New Students by PRG/PLN:** List of new students in a Program or Plan
- **MSU_RC_STDNT_CLASSES: Student Classes by Term:** Student enrollment by Term

New/Additional Queries



- New queries may be added to the **Graduate Reporting Center** as they are developed.
- Additional queries are available in Query Viewer by entering MSU_ in the box to the right of “begins with” and clicking “Search.” Entering MSU_GR in the field brings up only Graduate related queries. Entering MSU_RPT in the field brings up other available public reports.

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By

begins with



[Advanced Search](#)

- There are hundreds of queries and reports available and any with “Public” in the Owner column can be run by anyone.
- If there is a new query you are interested in seeing developed, please reach out to gradsis@grd.msu.edu.

Query Prompts

Some queries prompt you to narrow your search results by requiring specific information before conducting a search. Prompts prefaced with an asterisk (*) are required to be filled out for the query to generate. Other prompts are optional (no asterisk) but may be useful in narrowing results.



In the example above, the **Annual Review Missing** query was selected from the **Warning Reports** option.

1. **Required prompts (*)**: institution, a term, and career.
2. **Optional prompts**: academic program (college/student level – e.g., Engineering Doctoral) and any additional academic plans.
 - Again, while optional, entering this information will help narrow your search results.



3. **Prompt lookup:** if you don't know the prompt value you need, click the magnifying glass icon next to the search field to open a screen where you may search by a name or more refined criteria.

Query ✕

Academic Institution:	MSU55			
Academic Plan:	begins with ▾	SOC		
Description:	begins with ▾			
Academic Plan Type:	= ▾			
Academic Program:	begins with ▾	Q		
Academic Career:	begins with ▾	Q		

Search Results

View 100 First 1-14 of 14 Last

Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
SOCIAL_PHD	Social Work PHD	Major	DSS	(blank)
SOCIOLO_MA	Sociology MA	Major	MSS	(blank)
SOCIOLO_BA1	Sociology BA1	Major	USS	(blank)
SOCIOLO_BA2	Sociology BA2	Major	USS	(blank)
SOCIOLO_BS1	Sociology BS1	Major	USS	(blank)
SOCIOLO_BS2	Sociology BS2	Major	USS	(blank)

In the example, we are using the **Advanced Lookup** section (click **Basic Lookup** to revert to a simpler search).

- For this search example, we are looking for the Sociology PhD plan, which most likely begins with "SOC," so you may enter a partial value, then click **Look Up**.
 - If we were to leave the **Academic Plan** section blank and click **Look Up**, we would see a complete list of all values.
4. **Run report:** once you have entered your desired search prompts, click **View Results** to generate the corresponding list of students.
- Note:** certain queries may yield results containing links to other pages. In the example below, the Track RECR Page link opens the RCR tracking page for students.

	N	Track RCR 
	N	Track RCR
	N	Track RCR
	N	Track RCR