



How Students Can See Denied Comments for GradPlan Requests

- Log-in to <https://student.msu.edu>
- Click on the **GradPlan Tile**
- Click on **Committee** if it was a committee request that was denied
- Click on **Course Plan** if it was a course plan request that was denied
- Click on **Requests** if it was any request other than committee or course plan that was denied
- Scroll down until you see “Last Request.” It shows the Request number and Approval Status: Denied

Note: there is also information about Denied requests in the Student GradPlan Job aid which can be found at <https://grad.msu.edu/academics/student-resources>.

Last Request

Request Number 4519

Approval Status Denied

- Scroll down further until you see **Approval Details**.

► Approval Details

- Click on **Approval Details**.
- Look for the Plan Signer step that has a conversation bubble next to Denied and View/Hide Comments.

Approval Details

Forms Checker Step

Step Status: Denied

View/Hide Comments

- Click on **View/Hide Comments** to see the comments.

Example:

▼ Comments

04/18/24 - 7:40 AM

Your course plan request stalled because there is no advisor listed on your record to approve it. Please reach out to your department and ask them to add your advisor to your record as soon as possible. Once your advisor has been added to your record, please feel free to resubmit your course plan request.

- Students will also receive an email from gradsis@grd.msu.edu if a GradPlan request has been denied. The email will include the text of the denial.