JOB AID

GradPlan – Student View

Revised 06/01/2024

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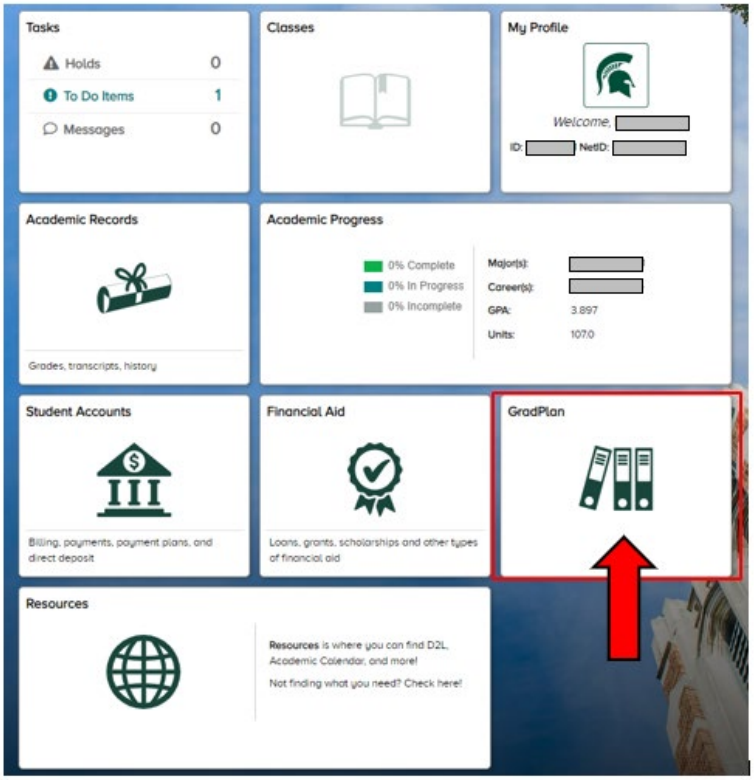
GradPlan – Student View

Master's and Doctoral students in the Graduate Career (not Medical or Law careers) will see the GradPlan tile on their home page. GradPlan is where students will manage their Guidance Committees and Course Plans, complete an annual activity guide of research related questions, and be able to add/view annual reviews with their advisor. This job aid shows what GradPlan looks like from a student perspective.

Note: Students in specific academic plans that have been approved/denoted as being "Lockstep" should see the job aid, GradPlan Overview Student—Lockstep Programs (found on the SIS Training website at: https://sis.msu.edu/training) because their GradPlan will look and function differently than the GradPlan illustrated in this job aid. (Lockstep programs are those with a cohort of students who take all of the same classes at the same time and there is no individuality in the program plan.)

All Master's and Doctoral students must have a complete GradPlan prior to graduation. This means, the committee (if required) has been created, approved, and is up to date; the course plan has been created, approved, and is up to date; the Annual Research Overview has been completed for all academic years (including the year the student is planning on graduating); the Annual Review has been completed for all academic years (including the year the student is planning on graduating).



Log in to https://student.msu.edu. Once logged in, the student home page appears.

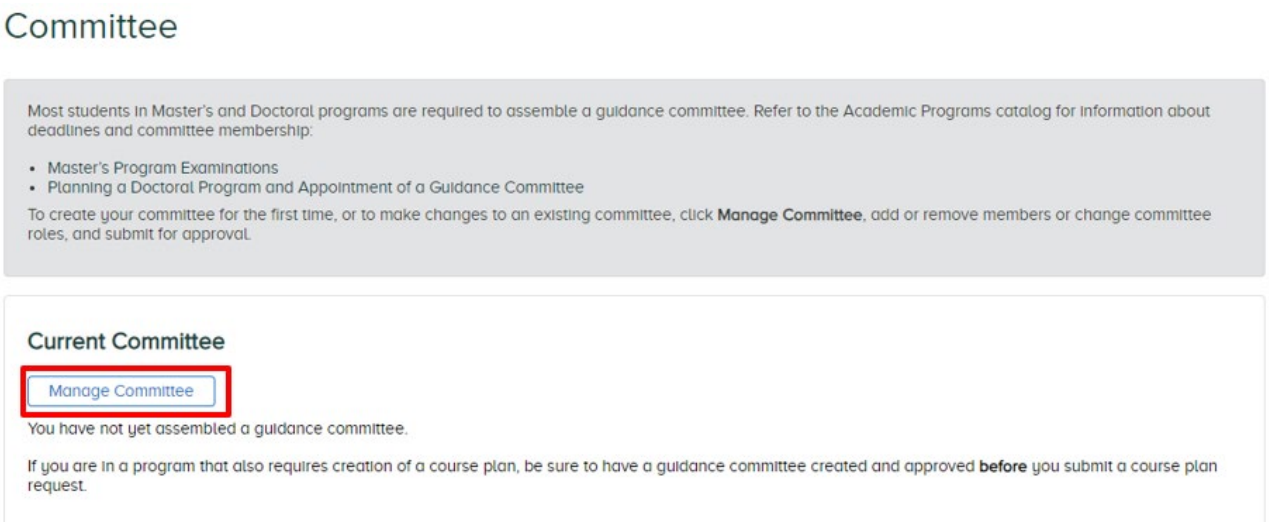
To get to GradPlan, click on the **GradPlan** tile. The page opens with menu items on the left, with the Committee option listed first.

Committee

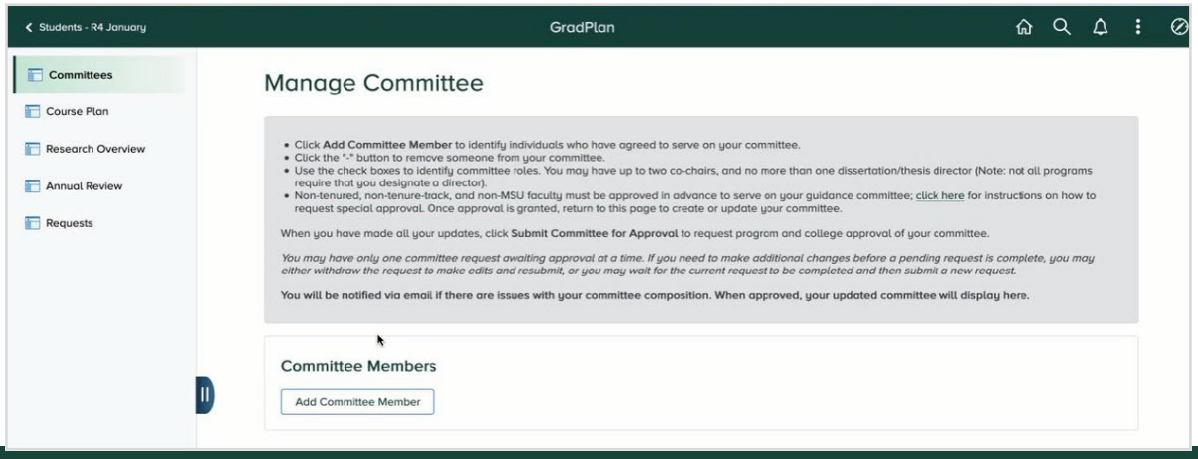
Students should refer to their department handbooks as to when their guidance committee needs to be created and submitted for approval.

If you have a guidance committee already, it will be displayed under **Committee**.

1. To create a new committee or to update an existing committee, click **Manage Committee**.

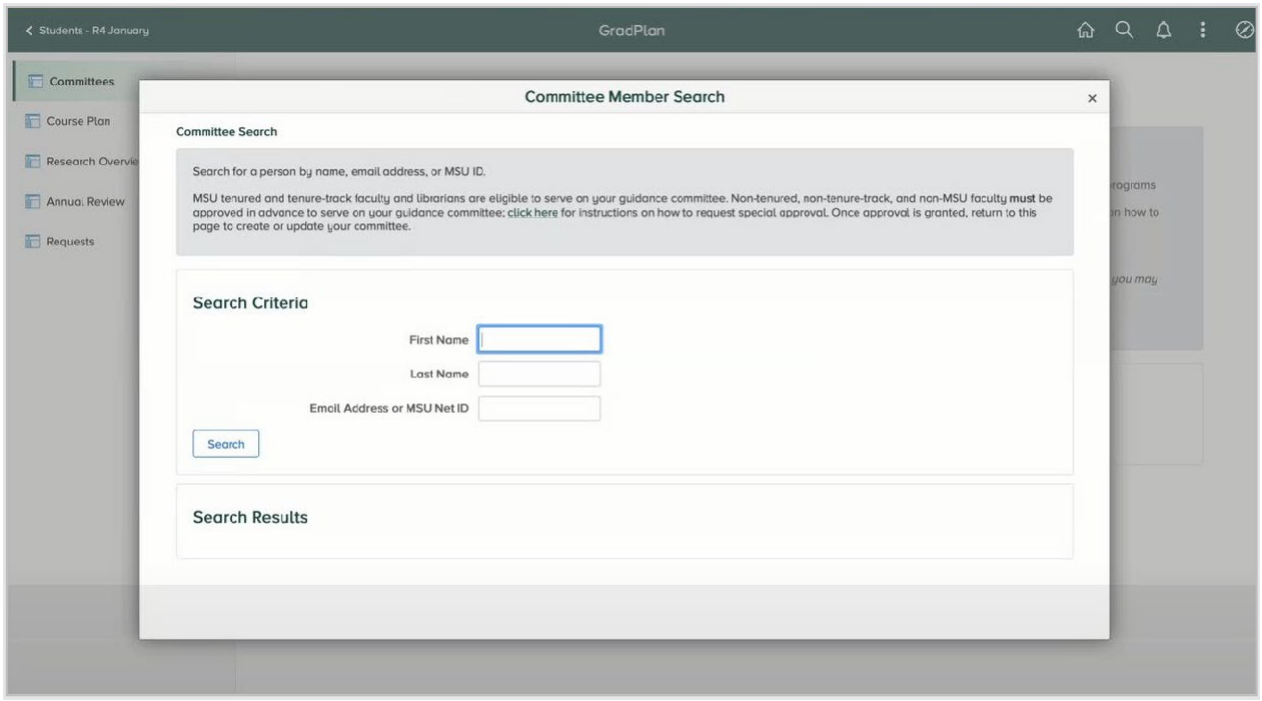


The Manage Committee page opens with instructions for adding/deleting Committee Members.



2. Click **Add Committee Member** and a Committee Member Search page opens.

   Note: Students can select any MSU tenured faculty member, tenure-track faculty member, or librarian as a committee member. Through an approval process, students can request other non-tenured MSU staff or individuals outside of MSU to serve on their committee. These are referred to as "specially approved" committee members and they must be approved before you can select that person on this page. Students need to work with their departments to request approval for non-tenured MSU or non-MSU committee members. This process does take some time to complete, so plan accordingly.



   a. Enter **First Name** and **Last Name**, or **Email Address** or **MSU NetID.**

      Hint: Enter the faculty person's last name OR email. The system does not search well when both are entered. (Things work best when just the last name is entered.)

      Note: Newly approved non-MSU faculty people who have never had an affiliation with MSU must complete a Guest Credentialing process and receive an ID number in the system before a student is able to choose that person for their committee.

   b. Click **Search**.

   c. The available committee members matching the search criteria will appear in the Search Results; select the desired person to add to the committee.

   d. Click **Add Selected People to Committee.**

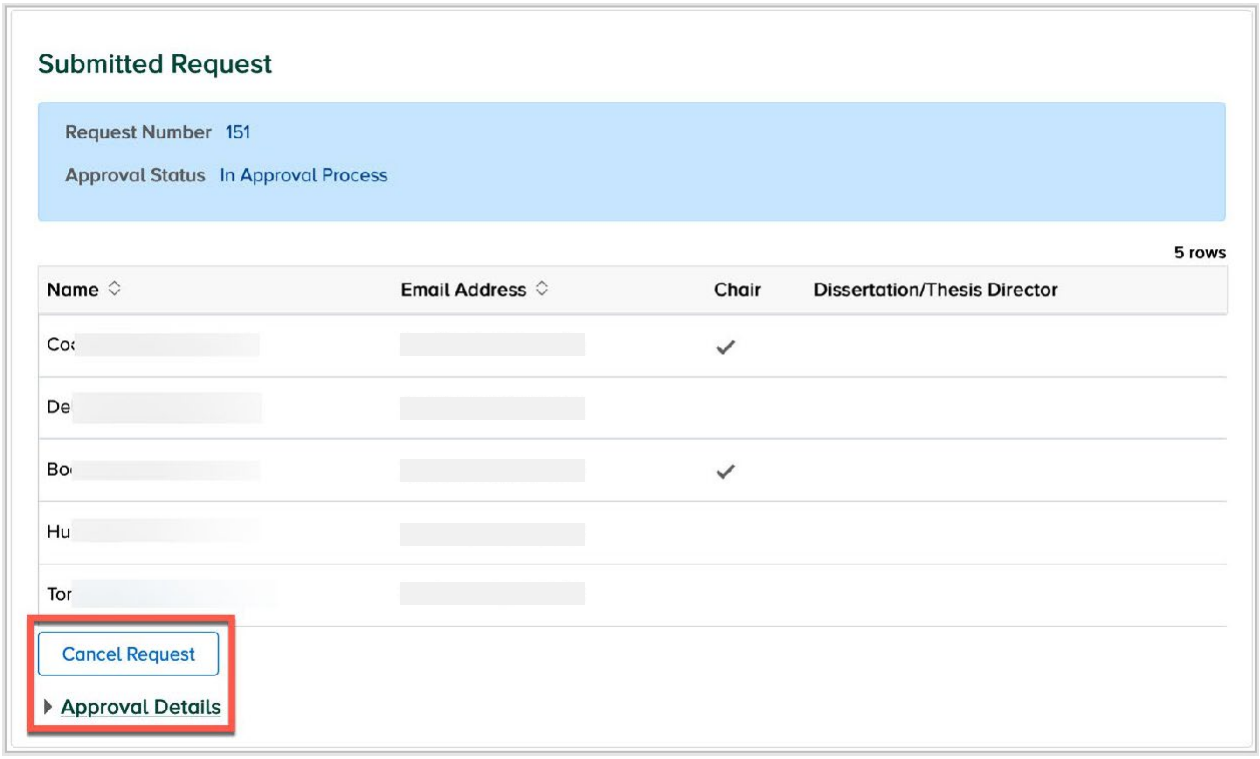
   e. Repeat steps a-d until all committee members have been identified. (Ph.D. students need at least 4 committee members; Master's Plan A students need at least 3 committee members; Master's Plan B students who need a committee need at least 2 committee members.)

3. To remove a committee member, click the "-" icon at the right.

4. To enter or update the Committee Member Role, use the checkboxes to identify the chair(s) and optional dissertation/thesis director. (Some programs may need a dissertation/thesis director and others may not. Reach out to your program for direction on whether you need to indicate a dissertation/thesis director.)

5. Once the entire committee is identified and Committee Chair or Co-chairs are selected, click **Submit Committee for Approval** to initiate the workflow approval process. The request will be routed to various program and college approvers, including to each committee member to confirm their willingness to serve, before being added to the student record.

Once the request is submitted, you will be able to view the proposed committee in the Submitted Request section.



- Click **Cancel Request** to cancel the request and stop the workflow from progressing further.
- Click **Approval Details** to display the workflow progression.
- If a committee composition changes at any time, a revision to the approved committee must be submitted and approved before any other GradPlan requests are submitted.

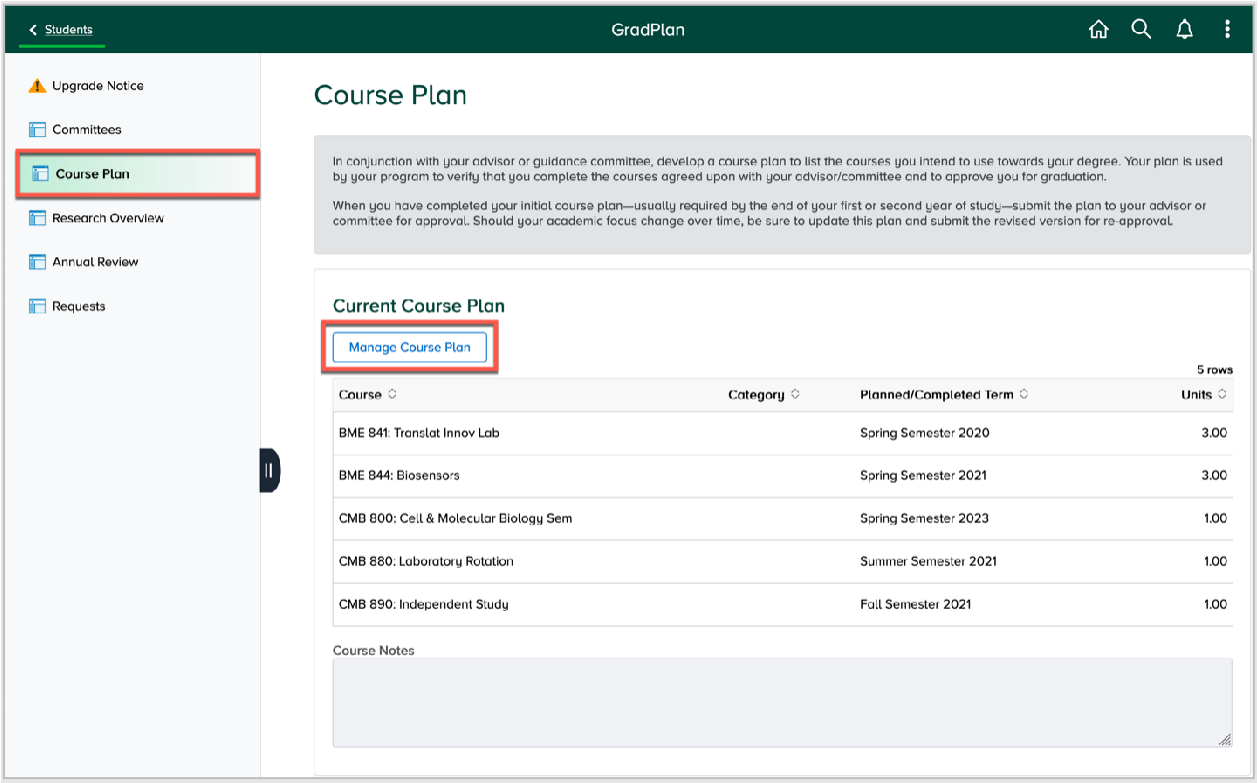
Course Plan

On the Course Plan page, students identify the courses they are intending to take to complete their degree requirements. While the Degree Audit lists all the various requirements that must be satisfied to earn the degree, the course plan is where students identify the specific courses intended to be used to satisfy each requirement. **The course plan is not tied to the degree audit.**

Students should refer to their department handbook as to when their course plan should be created and submitted for approval.

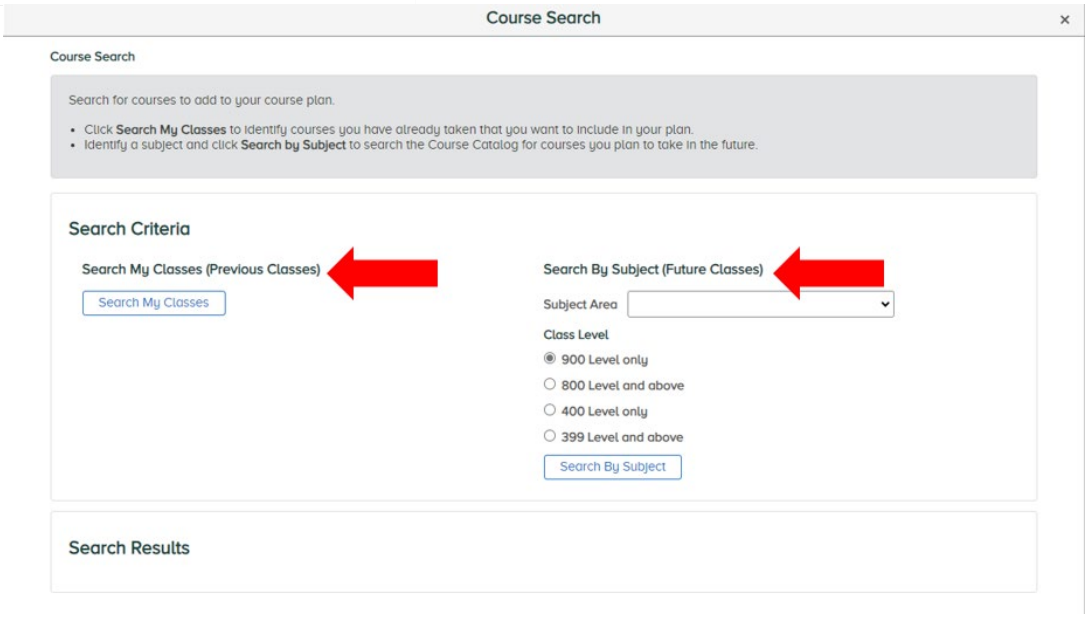
Note: Students in programs that require a guidance committee must have an approved committee prior to submitting a course plan request. For students in programs that do not require a guidance committee, an advisor must be listed on the student's record before a course plan is submitted. If there is no advisor listed, the course plan request will stall and will be denied. (Departments enter advisors on student records.)

Click **Course Plan** in the menu on the left; the page opens with instructions and the current course plan (if one exists).

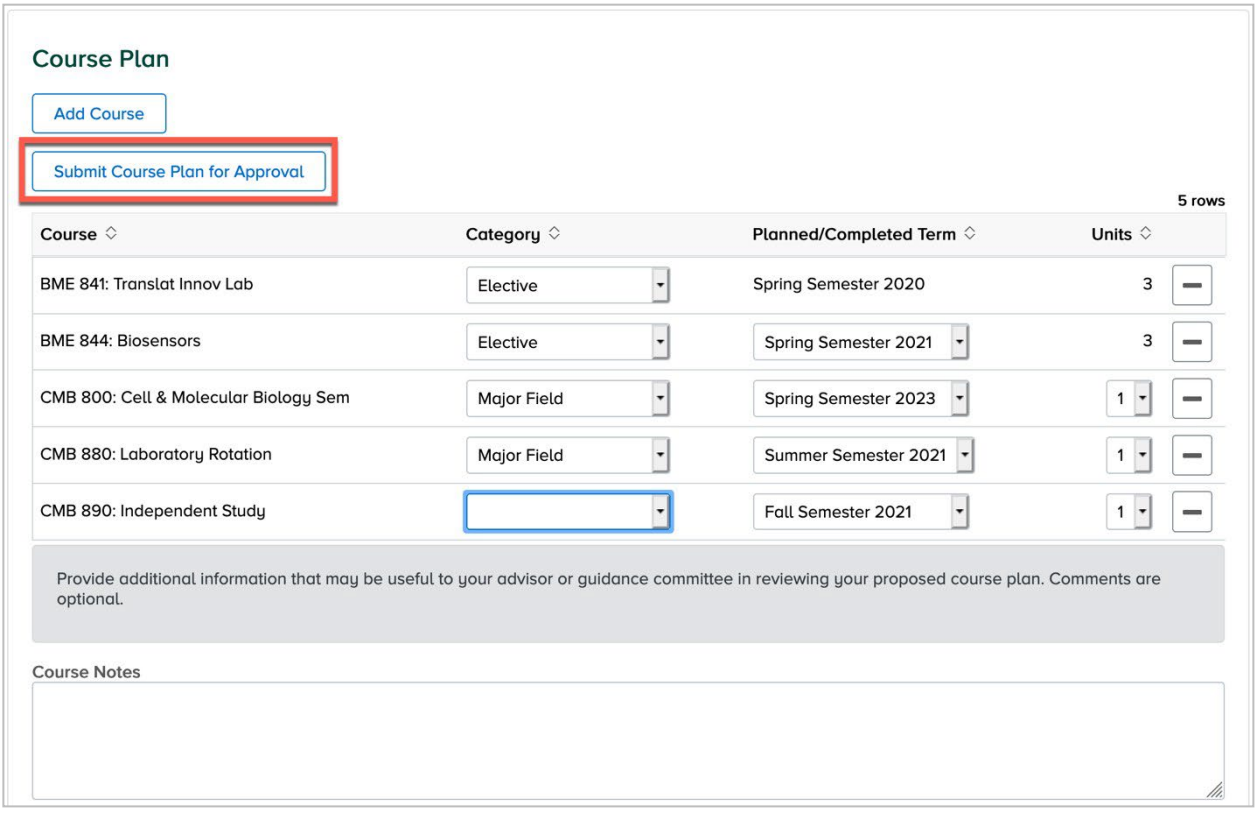


1. Click **Manage Course Plan** to bring up the page where changes can be made. Click **Add Course** to open the course search page and add a new course to the plan.

    - Use "**Search My Classes**" for any **previous courses** that you have taken and want to include in your Course Plan.
    - Use "**Search By Subject**" for any **future courses** that you plan to take and want to include in your Course Plan.



3. As courses are added to the plan, the **Category** and **Planned Term** (for future courses) values may be selected. If a course is offered for variable credit, the **Units** column is editable. For completed courses, the **Completed Term** and actual **Units** are displayed.



4. Courses may be removed from the plan by clicking the "-" icon on the right side of the screen.

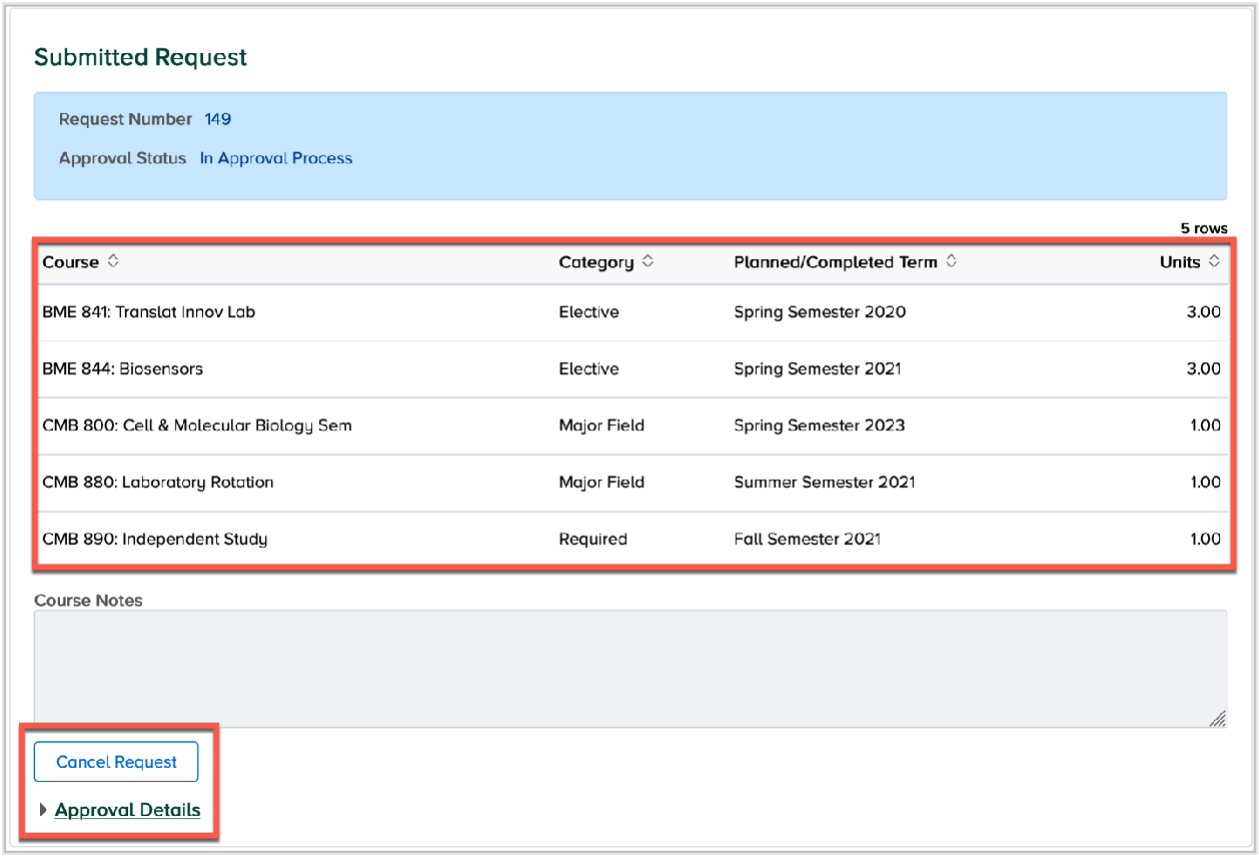
5. Any additional information you would like your plan reviewers to know may be entered in the "Course Notes" section of the request.

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

6. When all changes have been made, click **Submit Course Plan for Approval** to initiate the workflow approval process. The request will be routed to various program and college approvers, including to each guidance committee member, if a committee exists, or graduate advisor if there is no committee.

Note: If the course plan needs to change after the initial plan has been approved, return to this page to make updates, and submit a revised plan for approval.

Once the course plan request is submitted, the proposed plan can be viewed in the Submitted Request section.



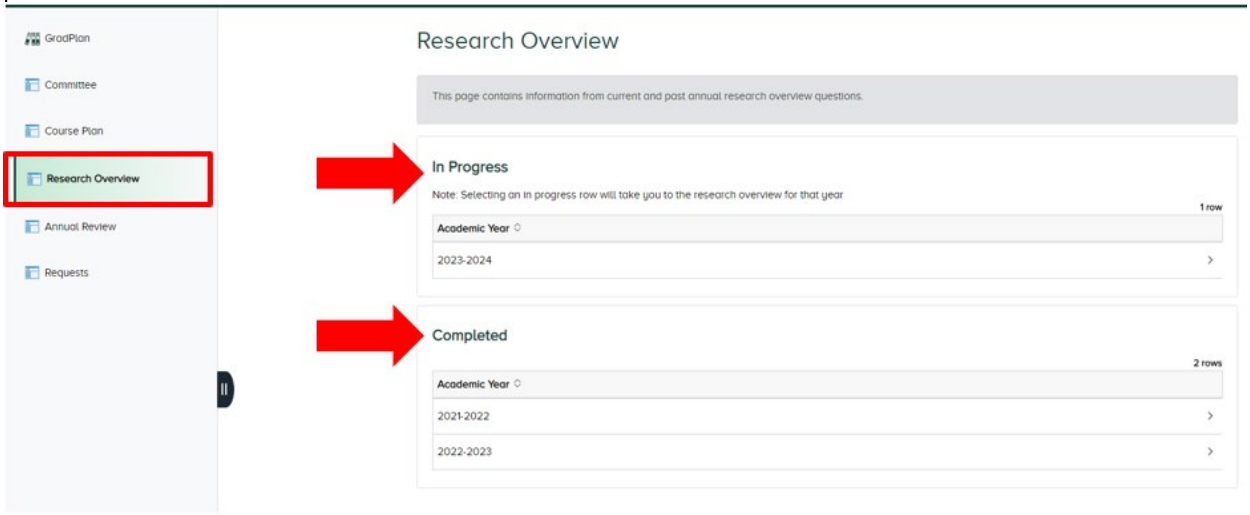
- Click **Cancel Request** to cancel the request and stop the workflow from progressing further.
- Click **Approval Details** to display the workflow progression.

Annual Research Overview

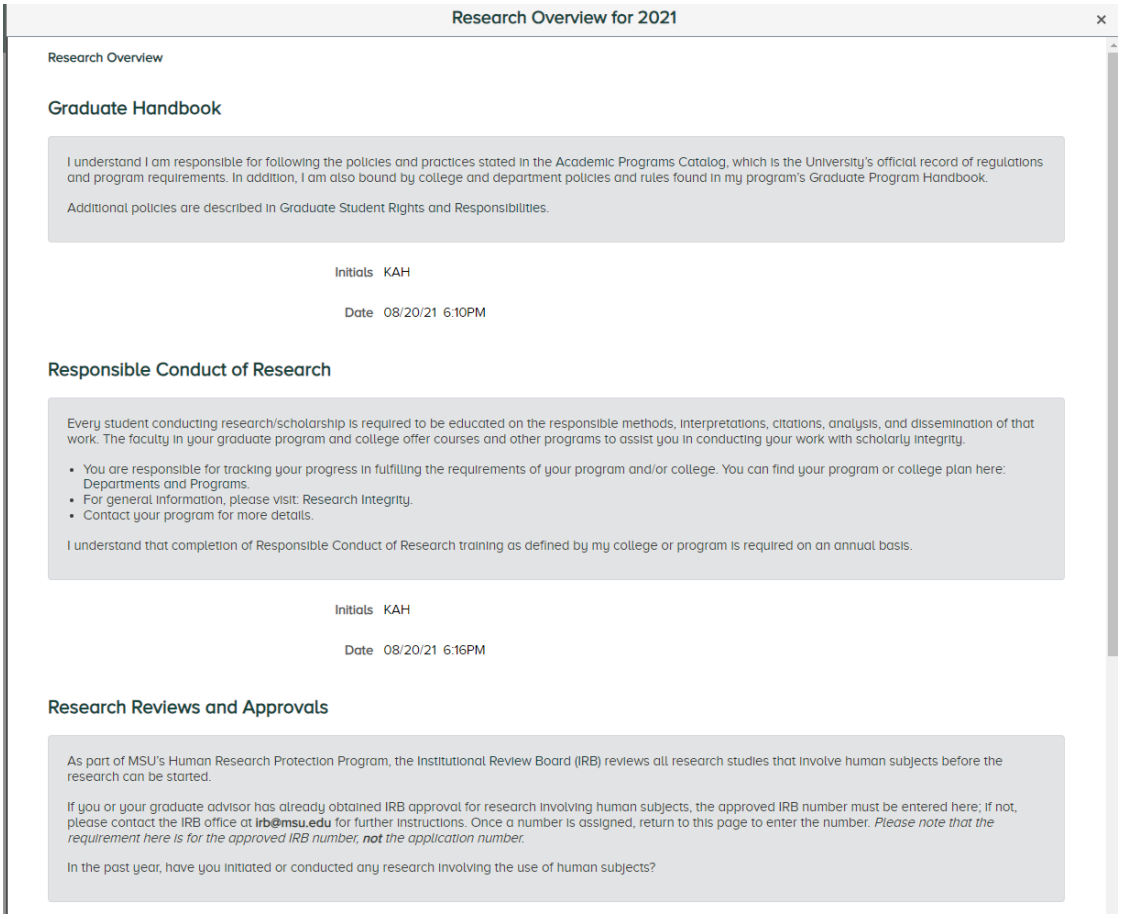
The Research Overview is an annual component of GradPlan. Every Fall, graduate students will be assigned an activity guide where they will answer a series of questions about their student rights, responsibilities, and research.

The Research Overview page keeps a record of activity guides In Progress as well as the Completed guides you may have submitted in prior years.

When completed, the Research Overview page will open showing affirmations (initials and date) of the various items (Graduate Handbook, Responsible Conduct of Research, etc.).



In the **Research Reviews and Approvals** section, affirm whether you are participating in research that involves human or animal subjects. If the answer is yes, there will be a second field where you must enter the associated IRB or IACUC number.



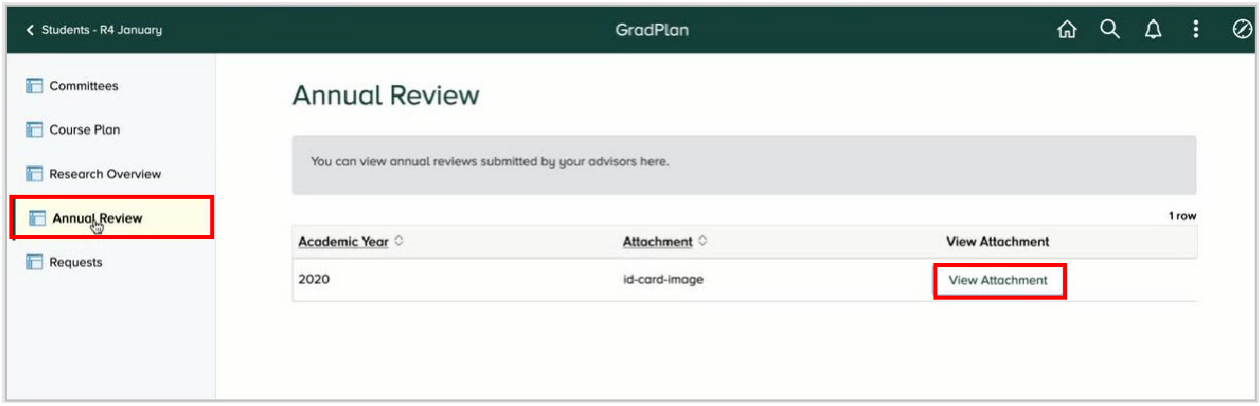
Annual Review

The Graduate School has a requirement for students to complete an Annual Review each year with their advisor to discuss progress in their program. The Annual Review page in GradPlan is the repository of those required reviews.

You and your graduate advisor will complete an annual review each year in whatever format your department uses and the completed form(s) may be uploaded to this page by department staff. If the student has been instructed to do so, a finalized annual review may be uploaded by the student (if the department has not already uploaded a file). Once the completed document has been uploaded, you will be able to see the document by clicking on View Attachment.

Department staff, graduate advisors, and guidance committee members with administrative access to GradPlan are also able to see your annual reviews.

Note: Quick guides for students and staff titled “How to upload an annual review” may be found at https://sis.msu.edu/training.



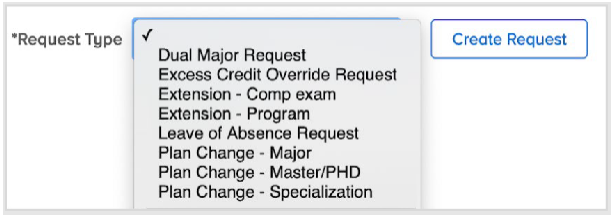
Requests

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 instructions will be provided for completing the request outside of SIS Campus Solutions.

When you select the Request Type drop-down, the available options vary depending on your degree level and type. Options may include:

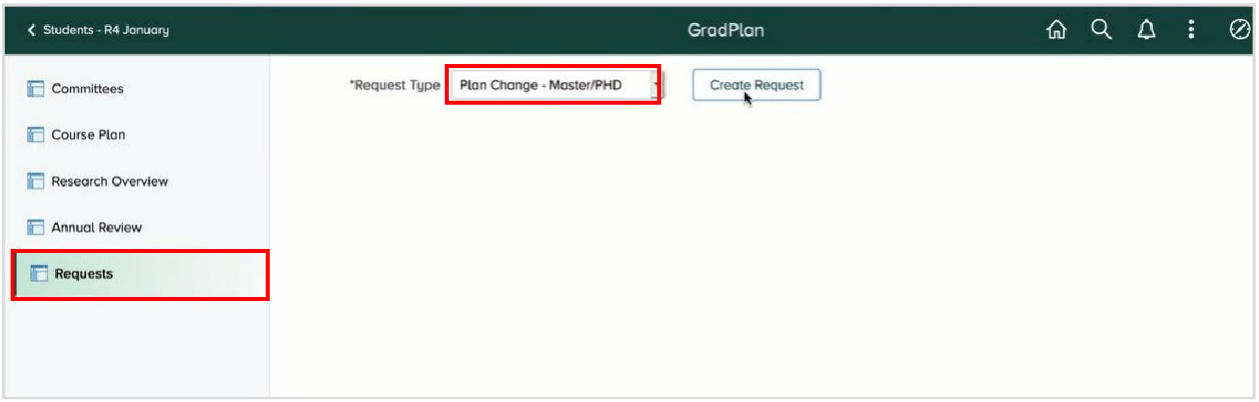
- Dual Major Request
- Excess Credit Override Request (Additional 899 or 999 credits): **This is an informational option only.**
- Extension—Comp Exam (additional time to complete comprehensive exam)
- Extension—Program (additional time to complete degree)
- Leave of Absence Request: **This is an informational option only.**
- Plan Change—Master/PHD (Doctoral students changing to a Master’s degree)
- 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:

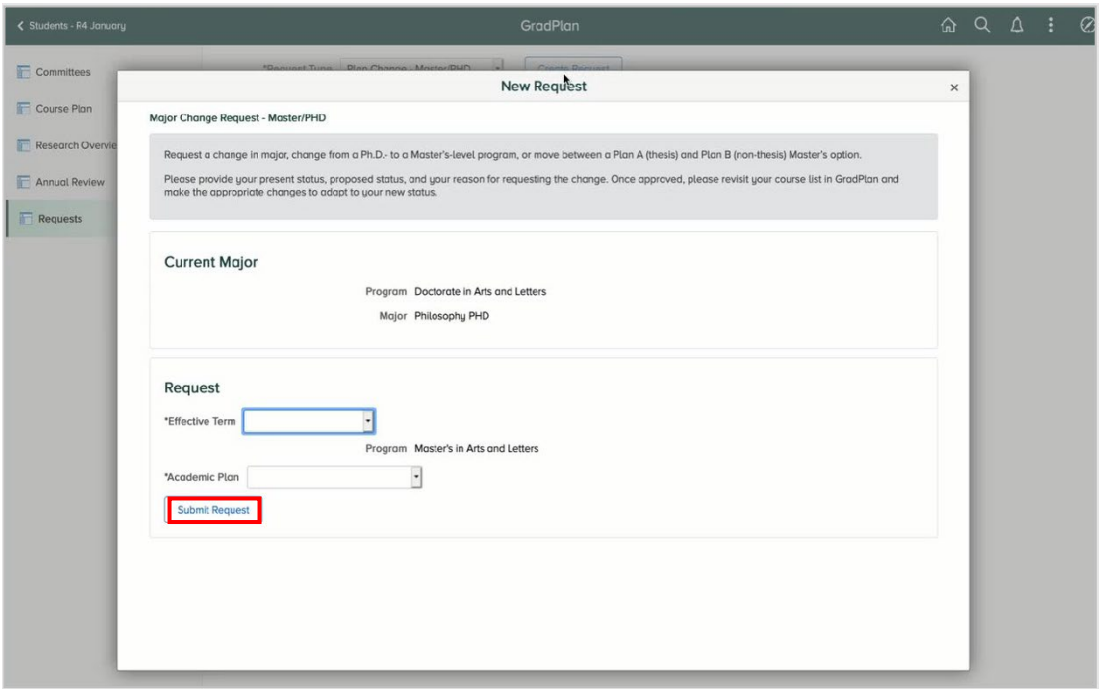


The format is essentially the same for all service requests; the following are shown as examples.

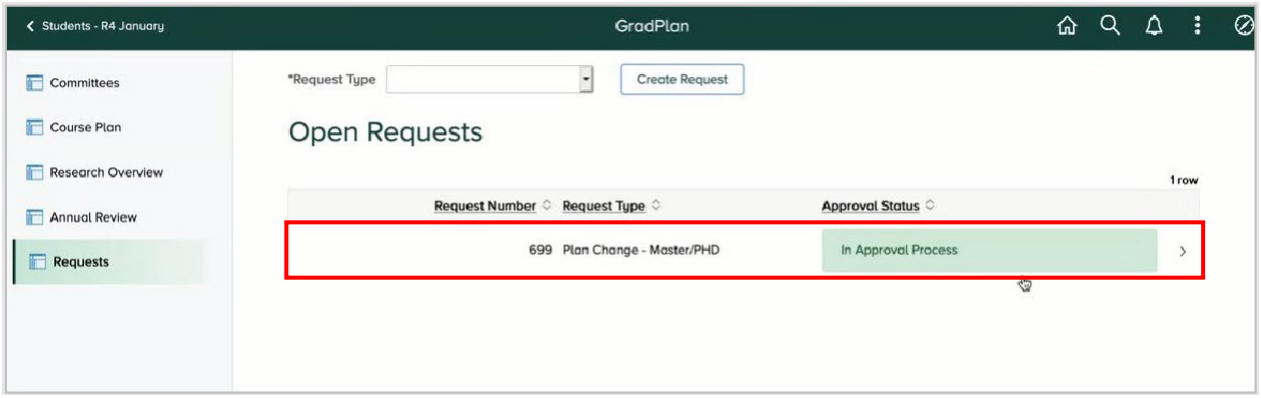
Plan Change



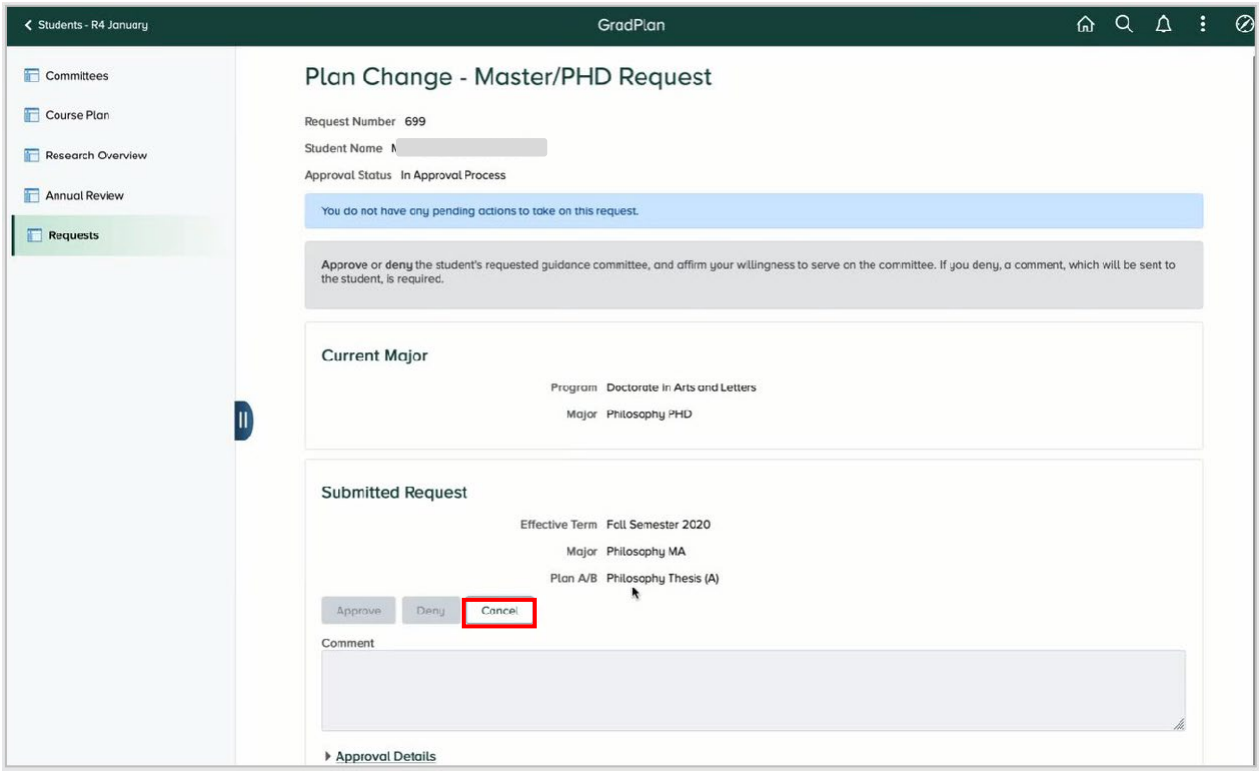
Once a Request Type is selected from the drop-down, click Create Request. A New Request page will open where the student can review information or enter details to submit a request. In the example below, the **Plan Change** Request Type requires the student to complete a few required fields before submitting the request.



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



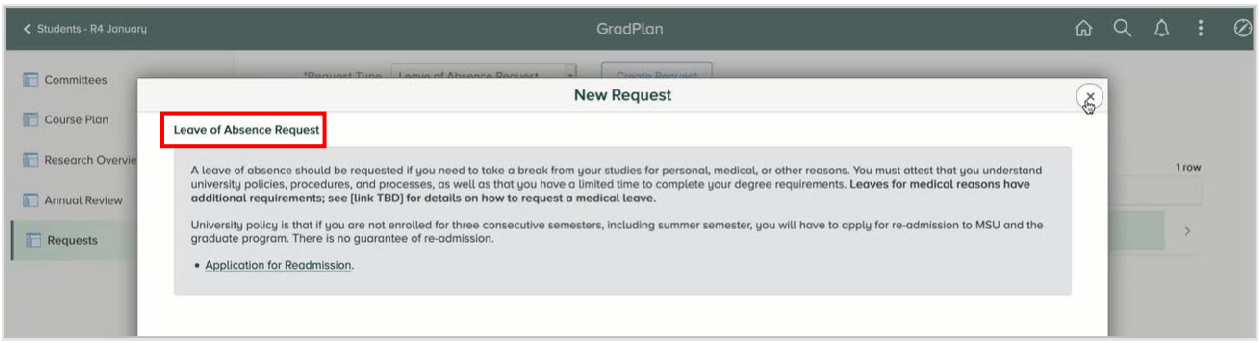
Click the item to review details or cancel the request:



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

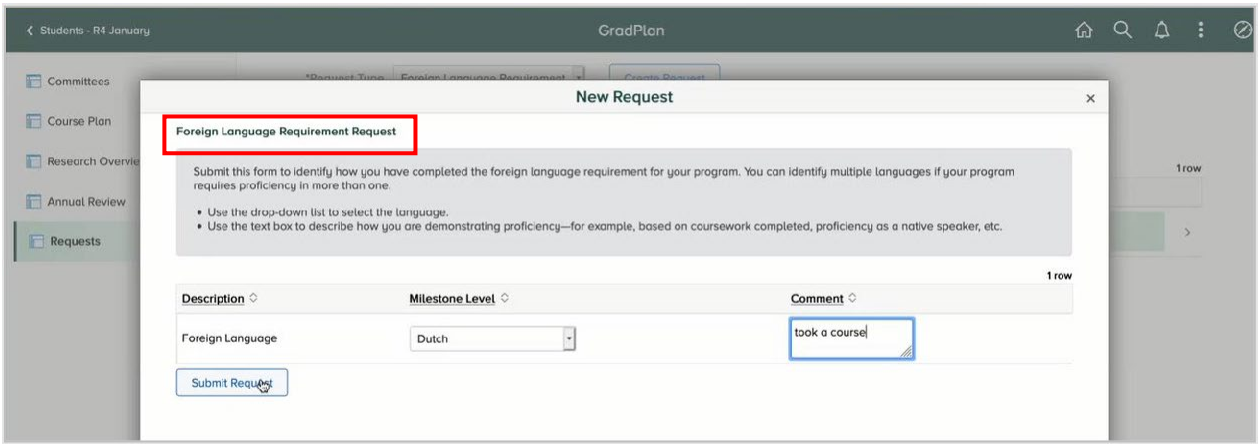
Leave of Absence

This is an example of an information-only document request. When a **Leave of Absence** Request Type is selected, a New Request page will open containing information about the process for requesting a leave.

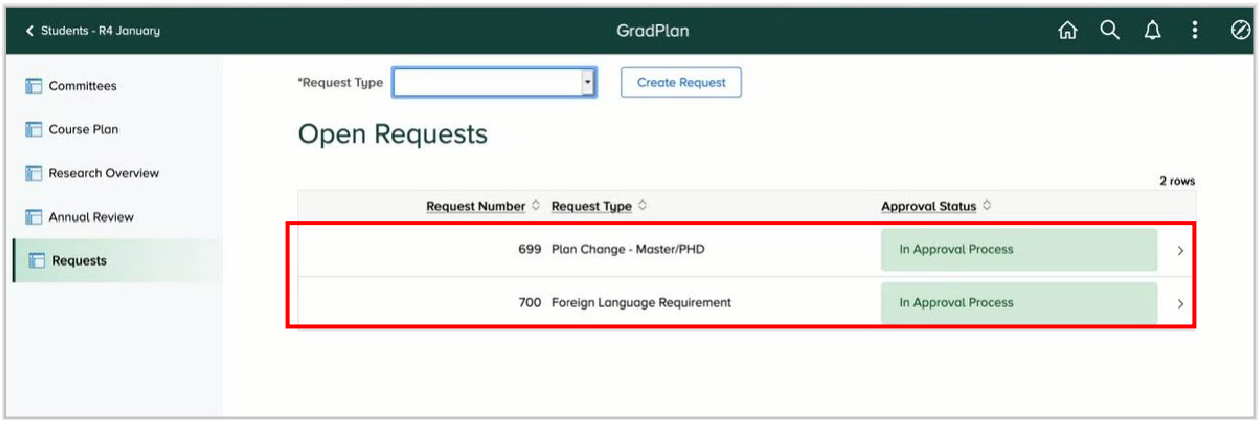


Language Requirement

When the **Foreign Language Requirement** Request Type is selected, a New Request page will open where a student can identify the language for which they want approval and describe in the Comments section how they obtained proficiency in that language. **This service request is available only to students in programs that have a foreign language requirement. Note: there must be a Foreign Language milestone in your list of milestones before you submit this type of request. (Check with your department about the milestone.)**



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



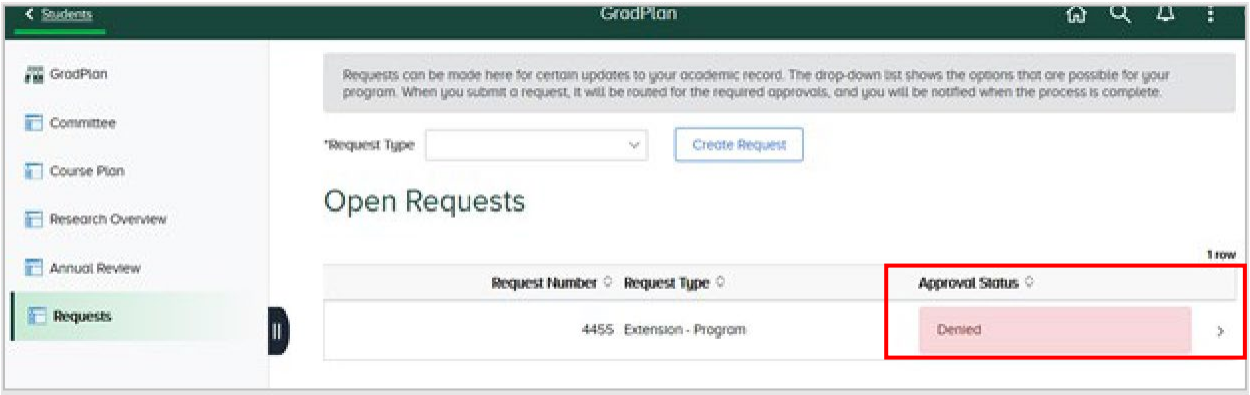
Click the item to review details or cancel the request:

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

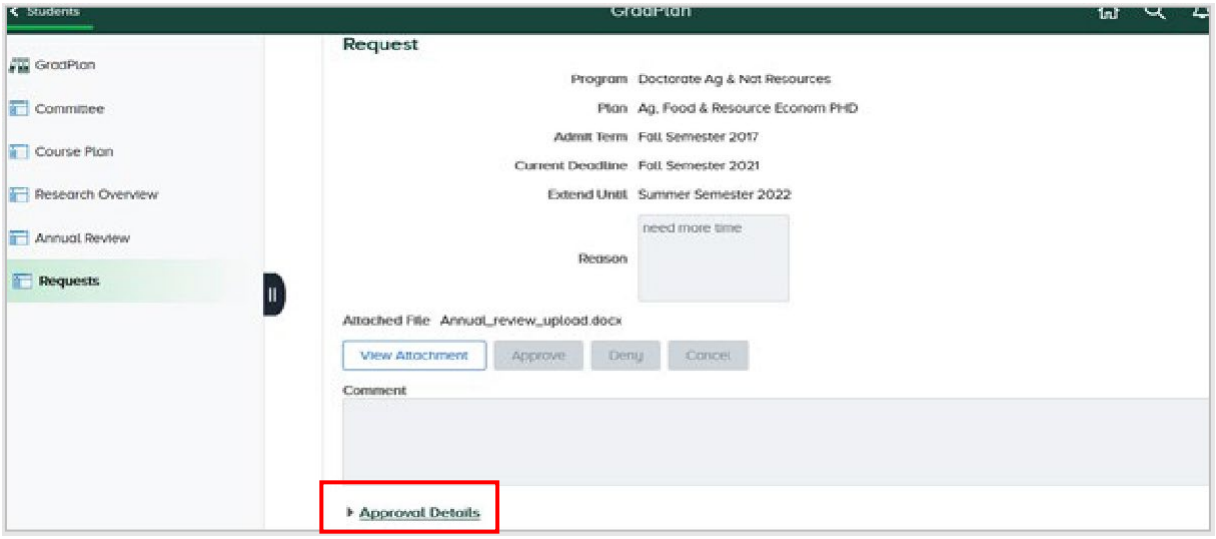
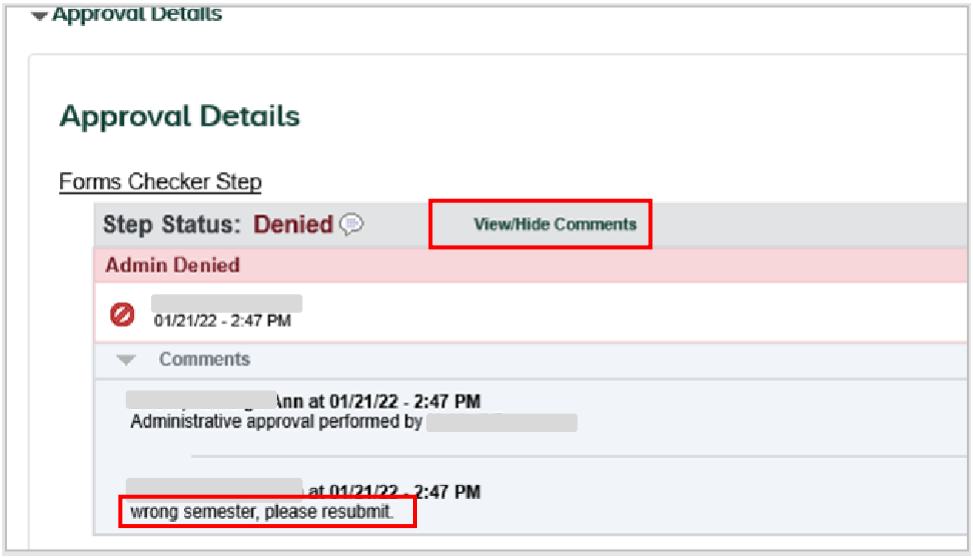
Denied Requests

If a request is denied, students can see the comments as to why the request was denied.

1. Click on **Denied** in the Approval Status Column to open the request.



2. Click on **Approval Details**.



3. Click on the approval step that has the **View/Hide Comments** text to the right of the conversation bubble to see the denial comments.