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GradPlan - Student View

07/15/2021



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Student Information System MICHIGAN STATE UNIVERSITY

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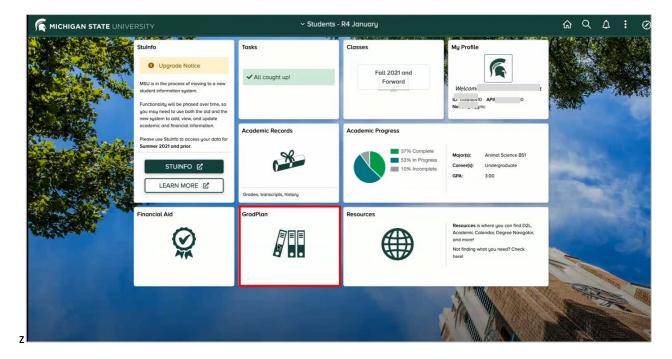
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GradPlan – Student View

When GradPlan becomes available on January 11, 2021, students in the Graduate Career (not Medical or Law colleges) will see the GradPlan tile on their home page. This is where students will manage their Guidance Committees and Course Plans, complete an annual activity guide of questions, and be able to view future annual reviews. This job aid shows what GradPlan looks like from a student perspective.

In addition, you will also be able to track your progress towards the Responsible Conduct of Research training.



When you click the **GradPlan** tile, the page opens with a list of menu items on the left, with the Committees option showing.



Committees

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

Students - R4 January	GradPlan	ଜ	Q	۵	:	Ø
Committees	Committees					
Course Plan						
🛅 Research Overview	Most students in Master's and Doctoral programs are required to assemble a guidance committee. Refer to the Academic Programs catalo deadlines and committee membership:	g for inform	mation a	bout		
Annual Review	Master's Program Examinations Planning a Doctoral Program and Appointment of a Guidance Committee					
Requests	To create your committee for the first time, or to make changes to an existing committee, click Manage Committee, add or remove member roles, and submit for approval.	rs or chan	ge com	nittee		
	Current Committee					
	Manage Committee					
	You have not yet assembled a guidance 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.

Committees					
Committees	Manage Committee				
Course Plan					
Research Overview	Click Add Committee Member to identify individuals who have agreed to serve on your committee. Click the "* button to remove someone from your committee. Use the check bows to identify committee roles. You may have up to two co-chairs, and no more than one dissertation/thesis director (Note:	ot all	progra	ms	
Annual Review	 One the concerning committee roles. For any processing one option of the concerning, units more than the concerning that any concerning the concerning on the con				
Requests	When you have made all your updates, click Submit Committee for Approval to request program and college approval of your committee.				
	You may have only one committee request awaiting approval at a time. If you need to make additional changes before a pending request is con either withdraw the request to make edits and resubmit, or you may wait for the current request to be completed and then submit a new request		e, you n	nay	
	You will be notified via email if there are issues with your committee composition. When approved, your updated committee will display he	re.			
	*				
	Committee Members				
"	Add Committee Member				

2. Click Add Committee Member. A Committee Member Search page opens.

Note: Students are able to select any tenured or tenure-track faculty member or librarian as a committee member. Through an approval process, students can request other MSU staff or individuals outside of MSU to serve on their committee. These are referred to as "non-regular" committee members and must be requested and approved before you can select that person on this page.



Students - R4 January	GradPlan	ଜ	Q	۵	Ø
 Students - R4 January Committees Course Plan Research Overvie Annual Review Requests 	Committee Member Search Committee Search Search for a person by name, email address, or MSU ID. MSU tenured and tenure-track faculty and librarians are eligible to serve on your guidance committee. Non-tenured, non-tenured, non-tenured, return to this approved in advance to serve on your guidance committee; click here for instructions on how to request special approval. Once approval is granted, return to this general Criteria First Name Email Address or MSU Net ID Search Search Results	×	Q rogrc yn ho'	ums w to	

- a. Enter First Name and Last Name, or Email Address or MSU NetID.
- 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.
- 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.
- 5. Once the entire committee is identified and a Committee Chair or Co-chairs 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.



Submitted Request				
Request Number 151				
Approval Status In Approval Pr	rocess			
				5 rows
Name 🗘	Email Address 🗇	Chair Disser	rtation/Thesis Director	
Сог		~		
De				
Bo		~		
Hu				
Tor				
Cancel Request Approval Details				

- Click **Cancel Request** to cancel the request and stop the workflow from progressing further.
- Click the **Approval Details** link to display the workflow progression. **Students in programs that** require a guidance committee must have an approved committee prior to submitting a course plan request.



Course Plan

On the Course Plan page, students identify the courses you are intending to present towards your degree. While the Degree Audit lists the various requirements you must satisfy, the course plan is where you identify the specific courses you intend to use to satisfy each requirement.

Students do not have to assemble their course plan immediately upon matriculation; they usually wait until later in their first or second year to create their course plan.

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

< Students	GradPlan	ሰ	Q 4 :
▲ Upgrade Notice	Course Plan		
Course Plan Research Overview	In conjunction with your advisor or guidance committee, develop a course plan to by your program to verify that you complete the courses agreed upon with your When you have completed your initial course plan—usually required by the end committee for approval. Should your academic focus change over time, be sure t	advisor/committee and to approve you for graduation. of your first or second year of study—submit the plan to y	your advisor or
👕 Annual Review			
🔁 Requests	Current Course Plan		
			5 rows
	Course \diamond Category \diamond	Planned/Completed Term ◊	Units 🗘
	BME 841: Translat Innov Lab	Spring Semester 2020	3.00
	BME 844: Biosensors	Spring Semester 2021	3.00
	CMB 800: Cell & Molecular Biology Sem	Spring Semester 2023	1.00
	CMB 880: Laboratory Rotation	Summer Semester 2021	1.00
	CMB 890: Independent Study	Fall Semester 2021	1.00
	Course Notes		
			li.

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



	Course Search	
Course Search		
Search for courses to add to your course plan.		
 Click My Courses to search the courses you have Click Search to search the Course Catalog for 	nave already taken for ones you want to add to your plan. r courses you plan to take in the future.	
Comuch Criteria		
Search Criteria		
Search My Classes	Search By Subject	
	Search By Subject Subject Area	
Search My Classes		
Search My Classes	Subject Area	
Search My Classes	Subject Area Class Level	
Search My Classes	Subject Area Class Level 900 Level only	
Search My Classes	Subject Area Class Level 900 Level only 800 Level and above	

2. Use **Search My Classes** to select courses you have already taken to add to their plan, or **Search By Subject** to select from the Course Catalog courses you want to take in the future.

		5 rows					
egory 🛇	Planned/Completed Term \diamond Units \diamond						
ective •	Spring Semester 2020 3	-					
ective 🔹	Spring Semester 2021	-					
ajor Field	Spring Semester 2023 • 1 •	-					
ajor Field	Summer Semester 2021 • 1 •	-					
•	Fall Semester 2021 • 1 •	-					
Provide additional information that may be useful to your advisor or guidance committee in reviewing your proposed course plan. Comments are optional.							
		//					
	ective ective ajor Field	ective • Spring Semester 2020 3 ective • Spring Semester 2021 • 3 ajor Field • Spring Semester 2023 • 1 • ajor Field • Summer Semester 2021 • 1 • • Fall Semester 2021 • 1 •					

3. As courses are added to the plan, the **Category** and **Planned Term** 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.



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- 4. Courses may be removed from the plan by clicking the "-" icon at the right.
- 5. 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 you do not have a committee.

Note: If your course plan changes after your initial plan has been approved, return to this page to make updates and submit your revised plan for approval.

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

Request Number 149			
Approval Status In Approval Process			
			5 rov
Course 🛇	Category 🛇	Planned/Completed Term \diamondsuit	Units
BME 841: Translat Innov Lab	Elective	Spring Semester 2020	3.00
BME 844: Biosensors	Elective	Spring Semester 2021	3.00
CMB 800: Cell & Molecular Biology Sem	Major Field	Spring Semester 2023	1.00
CMB 880: Laboratory Rotation	Major Field	Summer Semester 2021	1.00
CMB 890: Independent Study	Required	Fall Semester 2021	1.00
ourse Notes			
			/

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

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 needs.



Students - R4 January	GradPlan	ଜ	Q	۵	:	Ø
Committees	Research Overview					
Research Overview	This page contains information from current and past annual research overview questions.					
Annual Review Requests	In Progress					
Kequests	Note: Selecting an in progress row will take you to the research overview for that year Academic Year ↔			1 row		
	2020			>		
	Completed					
	k Academic Year ≎			1 row		
	2020			>		

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 (starting with the 2020-21 academic year).

When you select an item in the Completed list, the Research Overview page will open showing your affirmations (initials and date) of the various items (Graduate Handbook, Responsible Conduct of Research, etc.).

	GradPlan	ŵ	Q	۵	Ø
Committees		_			
Course Plan	Research Overview for 2020	×			
	Research Overview				
Research Overvi	Graduate Handbook				
🔚 Annual Review					
Requests	I understand I am responsible for following the policies and practices stated in the <u>Academic Programs Catalog</u> , which is the University's official record of regulations and program requirements. In addition, I am also bound by college and department policies and rules found in my program's Graduate Program Handbook.				
	Additional policies are described in Graduate Student Rights and Responsibilities.			1 row	
	Initials NG Date 07/27/20 116PM			>	
	Responsible Conduct of Research				
	Every student conducting research/scholarship is required to be educated on the responsible methods, interpretations, citations, analysis, and dissemination of that			1 row	
	work. The faculty in your graduate program and college offer courses and other programs to assist you in conducting your work with scholarly integrity.				
	You are responsible for tracking your progress in fulfilling the requirements of your program and/or college. You can find your program or college plan here: Departments and Programs. For general information, please visit: <u>Research Integrity.</u> Contact your program for more details.			>	
	I understand that completion of Responsible Conduct of Research training as defined by my college or program is required on an annual basis.				
	Initials NG Date 07/27/20 1:16PM				
	Research Reviews and Approvals				
	As part of MSU's Human Research Protection Program, the Institutional Review Board (IRB) reviews all research studies that involve human subjects before the				

In the **Research Reviews and Approvals** section, you will 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 that students complete an Annual Review each year with their program. The Annual Review page will be a 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) will be uploaded to this page by an administrator. Once the completed document has been uploaded, you will be able to View Attachment here.

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

Students - R4 January		GradPlan	ଜ	Q	۵	:	Ø
🔚 Committees	Annual Review						
Research Overview	You can view annual reviews subr	nitted by your advisors here.					
Annual Review	Academic Year ◊	Attachment ◊	View Attachment		1	row	
TRequests	2020	id-card-image	View Attachment				

Service Requests



While you are able to submit Committee and Course Plan requests starting in January 2021, note that the Service Requests described below are not available until summer 2021. Until the new Service Request functionality is available, contact your program administrator for assistance.

The Service Request page allows students to request changes or updates to their enrollment or program. Depending on the Request Type selected, you will be asked to enter details before submitting the request or be provided instructions for completing the request outside of 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)
- Extension—Comp Exam (additional time to complete comprehensive exam)
- Extension—Program (additional time to complete degree)
- Leave of Absence Request
- Plan Change—Major (within degree level, e.g., from one PhD to another, or one Master's to another)

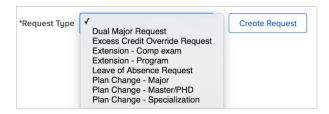


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- Plan Change—Master/PHD (doctoral students changing to a terminal Master's degree)
- Plan Change—Add a Specialization
- Foreign Language Requirement (completion of language requirement)
- Plan A/Plan B (Master's students switching between thesis/non-thesis option)

Example:

Plan Change



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

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.



Students - R4 January	GradPlan	ណ	Q	۵	: 0
Committees	Panuast Tuna Dine Channe Master/DHD . Counts Direvinet New Request	×			
Course Plan	Major Change Request - Master/PHD				
 Research Overvie Annual Review Requests 	Request a change in major, change from a Ph.D to a Master's-level program, or move between a Plan A (thesis) and Plan B (non-thesis) Master's option. Please provide your present status, proposed status, and your reason for requesting the change. Once approved, please revisit your course list in GradPlan and make the appropriate changes to adapt to your new status.				
	Current Major Program Doctorate in Arts and Letters Major Philosophy PHD				
	Request "Effective Term Program Master's in Arts and Letters "Academic Plan Submit Request				

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

Students - R4 January	GradPlan		ଜ	۹	۵	:	Ø
Committees	*Request Type Create Request						
Course Plan	Open Requests						
Research Overview					1	row	
Annual Review	Request Number \diamond Request Type \diamond	Approval Status					
Requests	699 Plan Change - Master/PHD	In Approval Process				>	
		ġ.	2				



Click the item to review details or cancel the request:

🕻 Students - R4 January	GradPlan	ŵ	Q	۵	:	Ø
Committees	Plan Change - Master/PHD Request					
Course Plan	Request Number 699					
Research Overview	Student Name					
Annual Review	Approval Status In Approval Process You do not have any pending actions to take on this request.					
Requests	tou to not more ung perioding octavita to take on plia request.					
	Approve or deny the student's requested guidance committee, and affirm your willingness to serve on the committee. If you deny, a comm the student, is required.	ent, which	will be	sent to		
	Current Major Program Doctorate in Arts and Letters Major Philosophy PHD					
	Submitted Request Effective Term Foll Semester 2020 Mojor Philosophy MA Plan A/B Philosophy Thesis (A) Paprove Deny Cancel Comment				5	
	Approval Details			111		

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



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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.

Students - R4 January	GradPlan	ŵ	Q	۵	:	Ø
Committees	*Parriet Tune Lamie of Abrance Denviat New Request	X)			
Course Plan	Leave of Absence Request	4	1			
Research Overvie	A leave of absence should be requested if you need to take a break from your studies for personal, medical, or other reasons. You must attest that you understand university policies, procedures, and processes, as well as that you have a limited time to complete your degree requirements. Leaves for medical reasons have			1	row	
Annual Review	additional requirements; see [link TBD] for details on how to request a medical leave. Universitu policu is that if you are not enrolled for three consecutive semesters, including summer semester, you will have to apply for re-admission to MSU and the					
Requests	graduate program. There is no guarantee of re-admission. • Application for Readmission.				>	

Language Requirement

When the *Foreign Language Requirement* Request Type is selected, a New Request page will open where you can identify the language for which they want approval and describe in the Comments section how you obtained proficiency in that language. *This service request is available only to students in programs that have a foreign language requirement.*

🕻 Students - R4 January			GradPlan			ŵ	Q	۵		Ø
Committees	*Dogu	est Tune Foreign Language Daguirement	New Request		-	×	1			
Course Plan Course Plan Research Overvia Annual Review Requests	 requires proficiency in more Use the drop-down list to 	now you have completed the foreign language than one.						1	row >	
	Description \Diamond	Milestone Level 🜣		Comment O	1 row					
	Foreign Language	Dutch	•	took a course			l			

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

🕻 Students - R4 January	GradPlan				۵	:	Ø
Committees	*Request Type Create Request						
Course Plan	Open Requests						
Research Overview					2 re	ows	
🔚 Annual Review	Request Number 🌣 Request Type 🗘	Approval Status 🗘			_		
Requests	699 Plan Change - Master/PHD	In Approval Process				>	
	700 Foreign Language Requirement	In Approval Process				>	



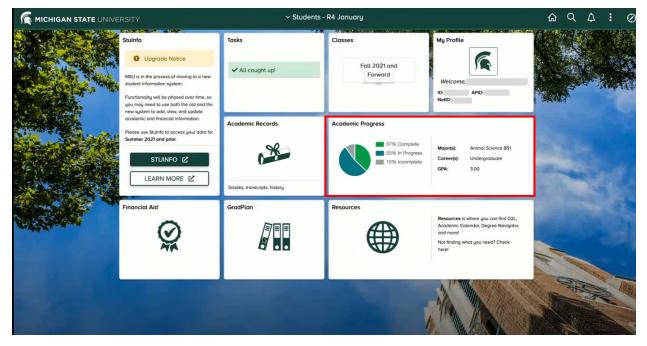
Click the item to review details or cancel the request:

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

Responsible Conduct of Research, Scholarship, and Creative Activities (RCR)

In addition to GradPlan, students are able to track training toward the Graduate School's responsible conduct of research training requirement. The various classes and seminars that satisfy an RCR requirement are tracked by the Graduate School and various programs using a system called Ability; the data are extracted from Ability on a nightly basis, and displayed on the RCR page, sorted by the requirements. In addition, graduate students are able to log one-on-one discussion hours completed with their graduate advisor and request credit towards the in-person discussion requirement.

The RCR pages are available through the Academic Progress tile:



When you click the Academic Progress tile, the page opens with a list of menu items on the left; click on the RCR link to review the training you have completed.



∢	Students	RCR	_ଜ ር			
4	Upgrade Notice	Responsible Conduct of Research				
	Academic Progress					
	What-If Report	This page displays the training you have completed for the University's requirement for annual Re program if training you have completed is missing from this list.	esponsible Conduct of Research training. Contact your			
*	Advisors	Students in the graduate colleges (<i>not</i> Law or the medical colleges) are required to complete in-person discussion hours. In-person hours are automatically applied towards the requirement when earned as part of a formal course, but if allowed by your college and program you may also request credit for training provided by your advisor. Use the "RCR Discussion Form" link at the left to request approval for any non-course discussion sessions you complete directly with your advisor.				
1	Advising/Tutoring Appointments	your advisor.				
*	View My Milestones	Academic Career Graduate First Academic Year 2019-20				
1	RCR					
4	RCR Discussion Form	Year 1 Training - Four CITI Modules				
Z	Degree Navigator	Complete Yes	4 rows			
-	Graduation \checkmark	CITI-2101-WBT 09/19	9/2019			
		CITI-2107-WBT 10/04	1/2019			

As RCR training is recorded in the Ability system, a nightly process copies the training and displays it in the appropriate section of the RCR page. The **Complete** checkbox indicates when a requirement is complete.

Year 1 and Year 2 training consists of a series of on-line CITI modules.

cademic Career Graduate	First Academic Year	2019-20	
Year 1 Training - Four CITI Modules			Complete: 🗸
CITI-2101-WBT		08/30/2019	
CITI-2107-WBT		08/30/2019	
CITI-2883-WBT		08/30/2019	
CITI-4035-WBT		08/30/2019	
Year 2 Training - Three CITI Modules			Complete:

The **Discussion-Based Training** requirement can be satisfied through approved workshops and seminars and one-on-one discussion with your graduate advisor. Graduate advisor discussion hours are displayed in Not Reviewed status until they are verified by the graduate advisor or an administrator (see below for instructions on how to request Graduate Advisor Discussion hours).



lours					
Hours	*Date	*Provider		Status	Comments
1.00	09/09/2020			Not Reviewed	Comments
scussion-Based H	lours				
			Date		Hours
	Hours 1.00	Hours *Date	Hours *Date *Provider 1.00 09/09/2020	Hours *Date *Provider 1.00 09/09/2020 Image: Comparison of the second s	Hours *Date *Provider Status 1.00 09/09/2020 Not Reviewed Not Reviewed

The **Annual Refresher Training** section tracks training completed in the third and subsequent years (for those students whose programs extend more than two years). As the requisite hours are completed each year, the checkboxes in the Summary section are marked as completed.

Year 3		
*Training	*Date	Hours
CITI-11059-WBT	12/27/2018	0.75
CITI-2102-WBT	12/27/2018	0.75
CITI-2103-WBT	12/27/2018	0.75
POE-0002-WBT	10/17/2018	0.75
Total Hours 3.00		
Year 4		
*Ability Course ID	*Date	Hours
CITI-2101-WBT	12/31/2019	0.75
CITI-2107-WBT	12/31/2019	0.75
CITI-2883-WBT	12/31/2019	0.75
CITI-4035-WBT	12/31/2019	0.75
Total Hours 3.00		
Year 5		
*Ability Course ID	*Date	Hours
Total Hours 0.00		
Summary: Year Completed		
Year 3	✓ Completed	
Year 4	✓ Completed	
Year 5	Completed	

The **Additional Training** section lists additional courses recorded in Ability that do not satisfy an RCR requirement.

Note that training that might otherwise satisfy the annual refresher for a given year will fall into this section if taken prior to the year in which they are needed. You may take training 'late' and have it apply toward a prior year's requirement, but are not permitted to count training completed in advance of when it is needed.



*Ability Course ID	*Date	Hours
EHS-0063-SCO	09/06/2019	0.75
EHSC-0001-SCO	08/26/2019	0.75
EHSC-0002-SCO	08/26/2019	0.75
EHSC-1001-SCO	08/22/2019	0.75
POE-0200-SCO	10/22/2019	0.75

• The year to which training is applied is determined based on your first Admit Term in the Graduate school. Calculations are made to compare the year of training to your admit term, to determine 1st year, 2nd year, 3rd year, etc. Provision is not made in this calculation for students who drop out or take a break in their studies, or who return for an additional graduate degree. Consult with your program if you have a break in enrollment and the categories are not completing as expected.

Requesting Graduate Advisor Discussion Hours

Click on the RCR Discussion link to submit a request for Graduate Advisor Discussion hours. Note that this form is to be used only for one-on-one discussions with your graduate advisor. Training completed with someone other than your graduate advisor, or in a group or class setting, will be entered to the Ability system by your program and automatically display on the RCR page.

< Students	RCR Discussion Form	ŵ	Q	۵	:
▲ Upgrade Notice	Responsible Conduct of Research Discussions				
What-If Report	Use this form to request credit towards the Responsible Conduct of Research in-person discussion requirement. In-person hour when earned as part of a formal course, so use this form only for non-course discussion sessions you have directly with your a Requests remain in pending status until the training is verified by your advisor or a department administrator. Note: The drop-down list for advisor is based on the advisors recorded on your academic record; contact your program if your	dvisor.			
Advising/Tutoring Appointments View My Milestones	Academic Career Graduate First Academic Year 2019-20				
RCR RCR Discussion Form Degree Navigator	New Discussion Form *Training Hours				
E Graduation 🗸	*Date III *Advisor • Save				

- **Training:** select the training type from the drop-down
- Hours: training length, in quarter-hour increments between 0.25 and 1.75
- Date: date of training



- Graduate Advisor: student graduate advisor
 - Note: the graduate advisor look-up is populated from the graduate advisor(s) assigned to you; it is not possible to request discussion hours from anyone other than your graduate advisor.
 Contact your program about training completed with someone other than your graduate advisor.

Submitted requests are displayed on the RCR page in Pending status and do not count toward the training requirement until verified by your graduate advisor or another administrator in your program.