



Forms Tracking Utility for Grad Programs

College of Agriculture and Natural Resources

Effective Spring Semester 2017, all forms related to academic programs for PhD students will be electronic through Grad Plan. Grad Plan uses the MSU Forms Tracking Utility (FTU) to route, collect and track approval signatures. As a result, if you serve on a doctoral guidance committee, you will see e-mails requesting that you access FTU to approve a student's academic program plan.

Non-Regular Faculty

If you serve on a doctoral committee, you will need to have a Community NetID (system access username and password) in order to access MSU systems, such as FTU, to complete duties as a committee member. The Graduate School initiated the process for your Community NetID when you were first approved for service and you received an activation e-mail from the system. If you did not activate your account within 48 hours of receiving the e-mail, you will need to work with MSU IT Services to activate your Community ID and/or reset your Community ID password by e-mailing ithelp@msu.edu or calling 517-432-6200 (press 6).

All Committee Members

While it is an easy way to access FTU, you do not need the notification e-mail to access FTU to see the forms that need your action. You may log-in to FTU by accessing the website <https://login.msu.edu/?App=D6509-Dashboard-AIS> or by searching for FTU in a MSU website search bar. All forms that are waiting for your review and/or approval will be listed once you log in with your MSU credentials. You can also see forms you have taken action on in the past and forms that will be coming to you in the future, once they pass a required level of approvals before your own level.

Important: The student's plan will not be forwarded to the next level of approval if you do not access FTU to review and approve the plan. The plan in Grad Plan must be fully approved before the student may be considered GR-DD (or all but dissertation) or before his or her degree can be conferred.

Please note that if the plan is disapproved at any level or if the student makes a change, the academic program plan may be routed to you again. See Box 1 for the conditions that will cause the program plan to re-route to committee members.

Box 1. Taken from Student Guide to Grad Plan, page 24.

(Found at <https://login.msu.edu/?App=J3200> under Help after login.)

The full approval process is when you submit your Ph.D. Degree Plan for review for the first time or if any of the following criteria are met:

- There is a new dual major request from the previous official plan.
- There is a dual removal request from the previous official plan.
- There is a change in committee members from the previous official plan.
- There is a change in courses for students in participating colleges from the previous official plan.

A second way that an academic program plan may be routed to you *again* is if the student makes a change not mentioned in Box 1 and the committee chair decides it is a significant change that requires review and approval by all approvers. See Box 2.

Box 2. Taken from Student Guide to Grad Plan, page 26.

(Found at <https://login.msu.edu/?App=J3200> under Help after login.)

- If the last change submitted was **“Route as significant change (all approvers sign)”** - then all of the remaining Committee Members, Program Signer and College Signer will need to approve/disapprove your revised plan as outlined in the Full Approval Process (refer to [Full Approval Process](#)).

We would recommend requiring your students to enter a comment with the date in the Comment text field of Grad Plan to explain the change so all approvers understand what has been changed about the academic plan.

The department/school may use any paper forms within the unit that are necessary to facilitate the process of assigning guidance committees, preparing an academic program plan, and completing comprehensive and defense exams; however, the official program plan will be what is entered and approved in Grad Plan. The paper forms do NOT need to be routed to the Dean’s Office, Graduate School, or Registrar’s Office for doctoral students and may be maintained in the department/school for internal use.

Other Resources:

- Graduate School’s Guide for Faculty Guidance Committee Members:
<https://grad.msu.edu/gradplan>
- See page 27-28 of the Graduate School’s GradPlan Student Guide for information about non-regular faculty committee members.
<https://grad.msu.edu/sites/default/files/content/gradplan/GradPlanStudentGuide.pdf>