JOB AID

GradPlan – Student View

01/26/2021

Contents

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.
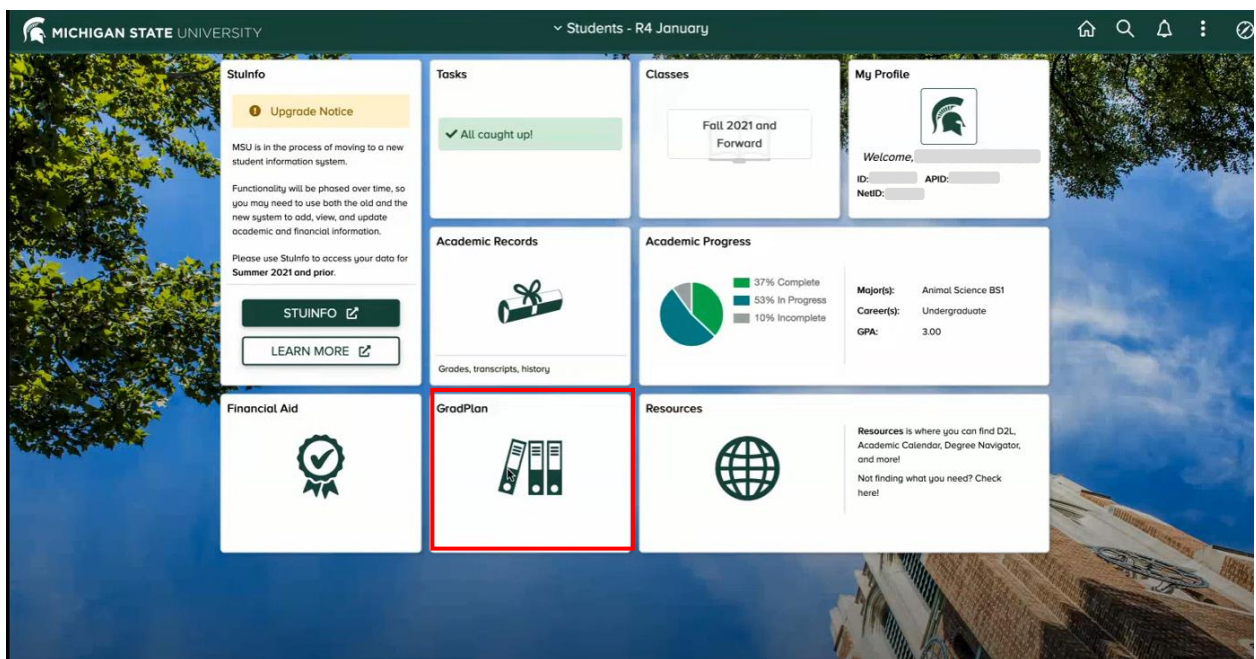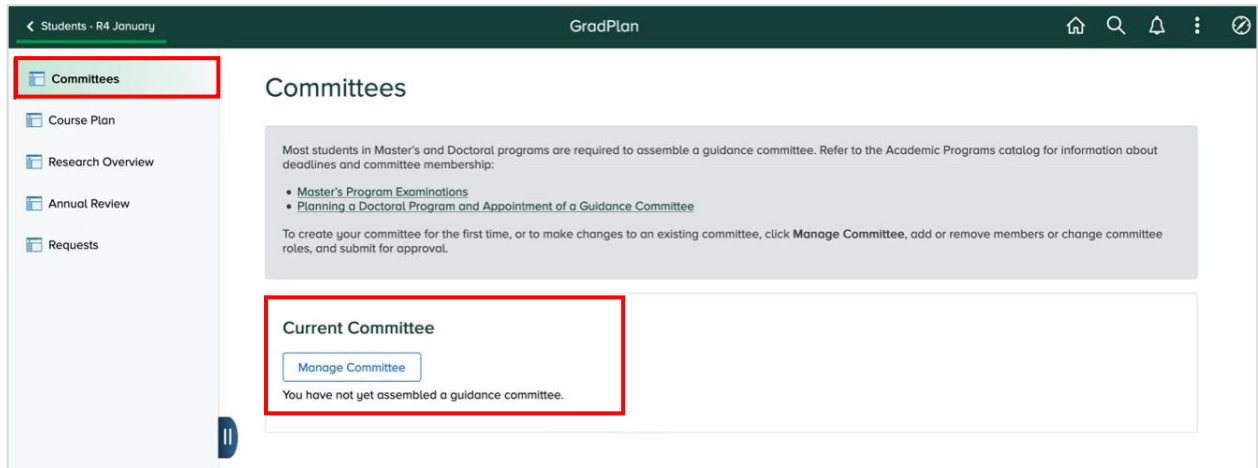

When you click the **GradPlan** tile, the page opens with a list of menu items on the left, with the Committees option showing.
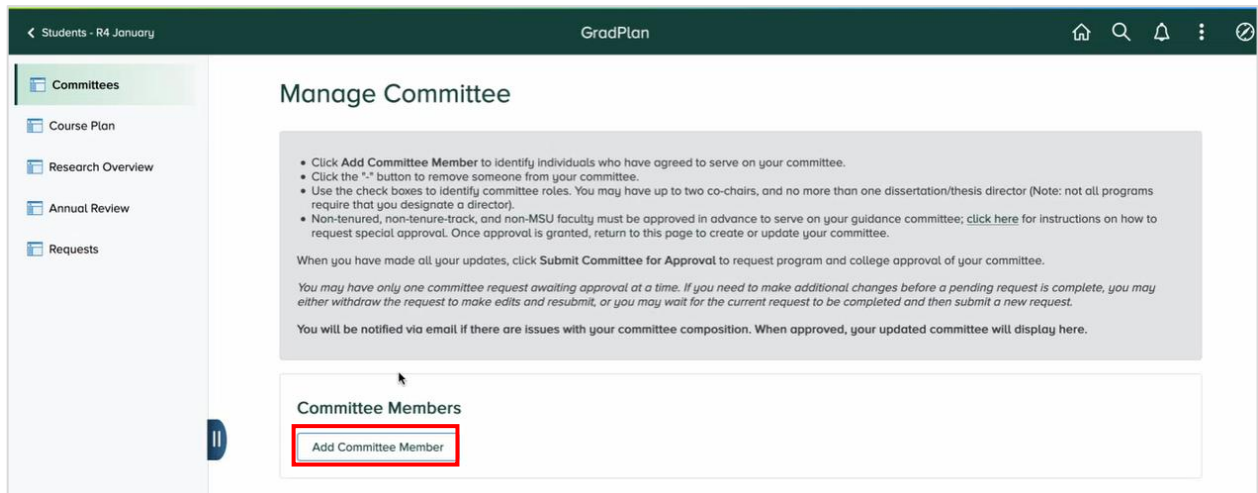
Committees

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

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**. 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.

Please note that you must complete your committee in one sitting, so if you have non-regular committee members, you will need to have them approved before you can create your committee. Your graduate program assistant can help you. The non-regular member must complete their Campus Solutions credentials before they will show up on the member list, so please communicate with them to make sure they take the necessary steps.

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 Process

5 rows

Name ◇	Email Address ◇	Chair	Dissertation/Thesis Director
Co		✓	
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).

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.

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.

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.

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.

Submitted Request

Request Number 149

Approval Status In Approval Process

5 rows

| Course ◇	Category ◇	Planned/Completed Term ◇	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

Course Notes

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.

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.

This will be accessed either through GradPlan or in Tasks on the Student Home Page. In addition to the things listed here, you will confirm annually that your committee and course plan are accurate.
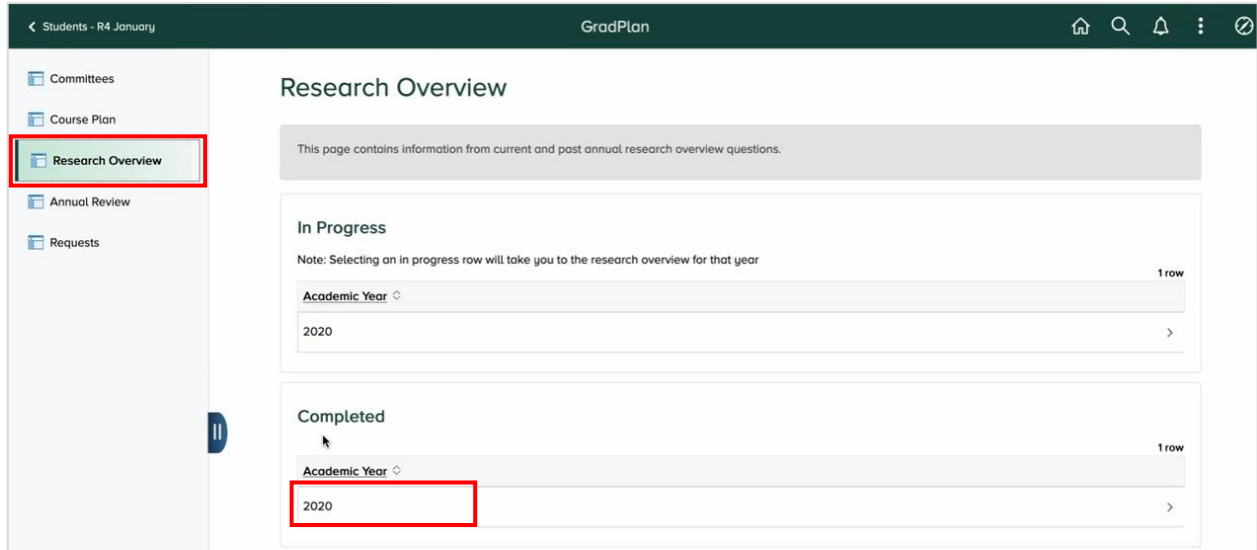
The Research Overview page keeps a record of activity guides In Progress as well as the Completed guides you may have submitted in prior years (starting with the 2020-21 academic year).

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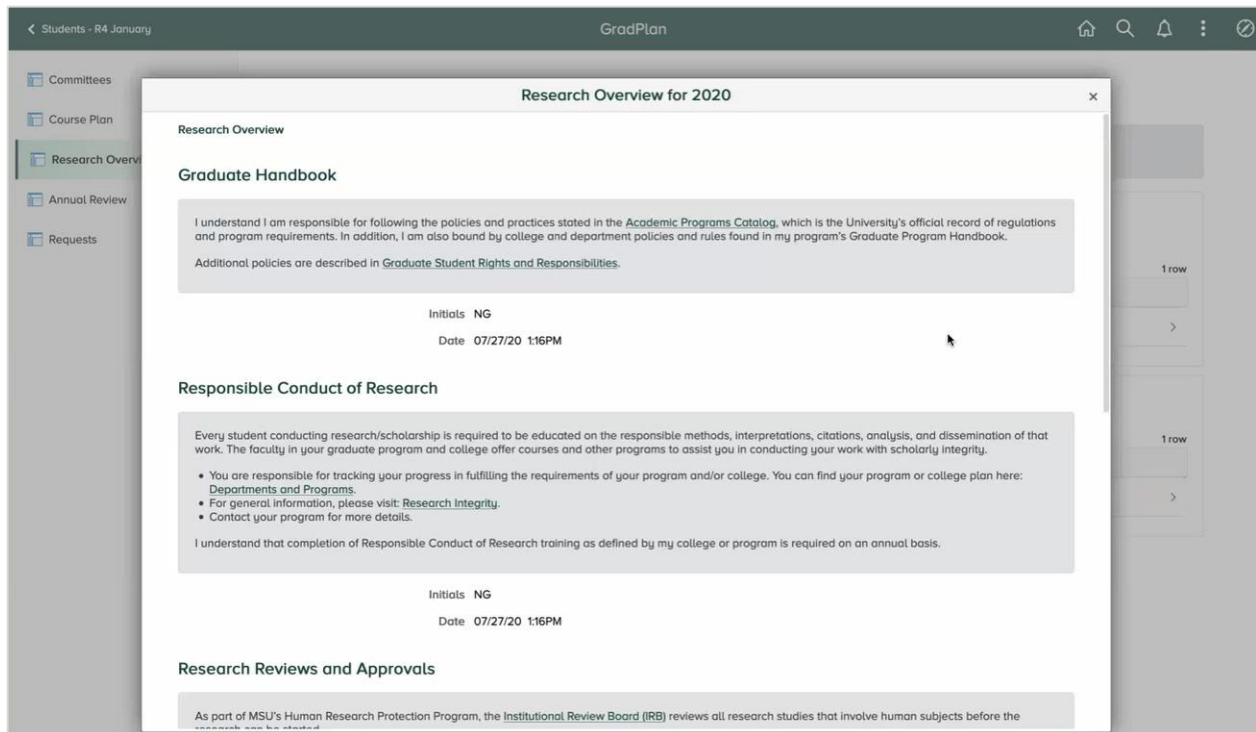
In the **Research Reviews and Approvals** section, you will affirm whether you are participating in research that involves human or animal subjects. If the answer is yes, there will be a second field where you must enter the associated IRB or IACUC number.

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.

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)

- 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:

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:
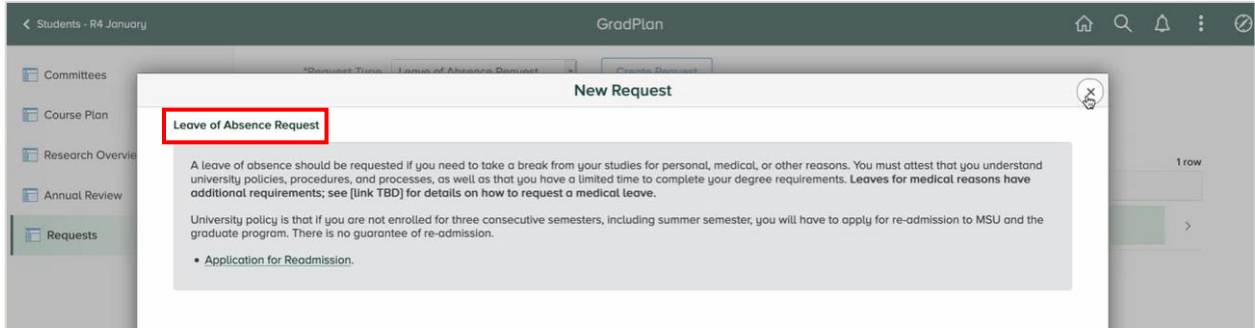

- Click **Cancel** to cancel the request and stop the workflow from progressing further.
- Click the **Approval Details** link to display the workflow progression.

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   No CANR program requires a language.

~~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.***
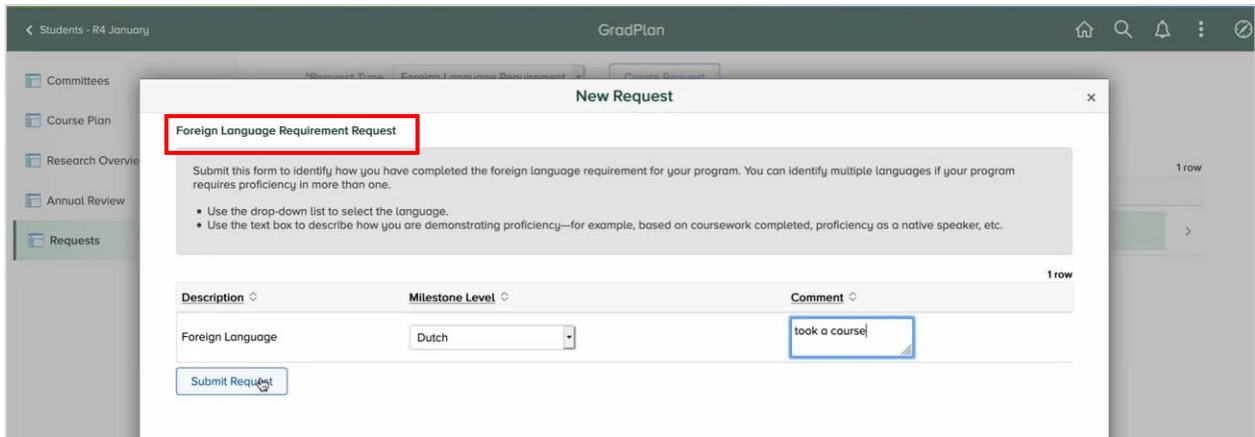
Once submitted, the request will appear under Open Requests with a status of "In Approval Process."
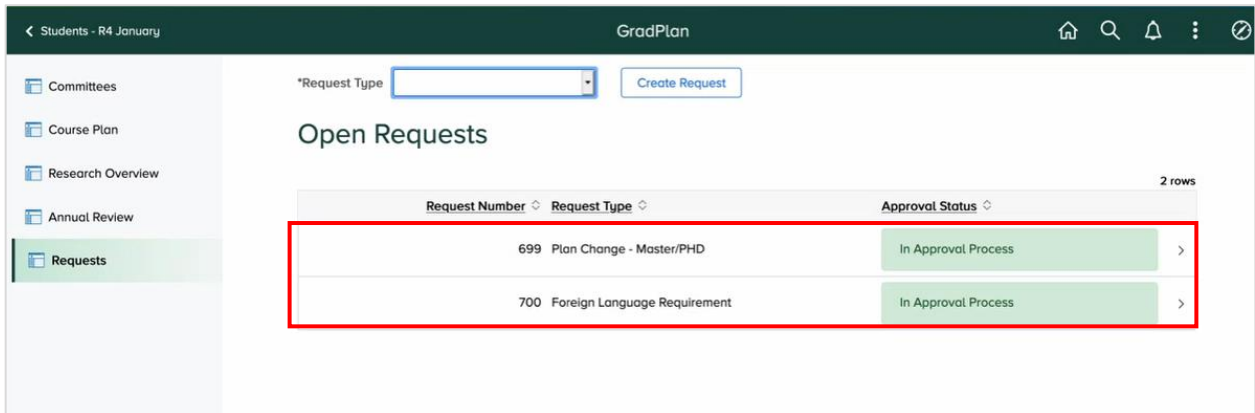
Click the item to review details or cancel the request:

- Click **Cancel** to cancel the request and stop the workflow from progressing further.
- Click 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.

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.

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).

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.

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.

Additional Training (not applicable to RCR Requirements)

*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.***

- **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; <u>it is not possible to request discussion hours from anyone other than your graduate advisor.</u> 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.