

GradPlan Abbreviated Student User Guide

Overview

- GradPlan is a new online system for PhD students that will allow you to create and edit your own PH.D Degree Plan. This essentially replaces the Report of Guidance Committee form and Changes to the Doctoral Guidance Committee form.

Process

- After you have decided on a committee you will still need to meet with them initially and once per year after, this rule is written in the handbook. During your initial meeting with your committee you should bring the GradPlan Cheat Sheet and fill it out. Then when the meeting is done you will go onto GradPlan and use this form to complete your online PhD plan. **Your committee does not need to sign any paper form during your initial meeting.**
- After your meeting you will sign into GradPlan with your current NetID and password. Upon logging in you should see a link that says ‘PhD Degree Plan’, you will click on this to proceed you individual PhD Degree Plan.
 - Please feel free to explore the other links on the main page but just as heads up, the ‘Help’ link is a great resource if you have questions about creating a degree plan, the approval process and/or questions relating to technical difficulties.
- Once you click on the ‘PhD Degree Plan’ link this will take you to the next screen. If you are signing in for the first time you will need to click on ‘Create PhD Plan’. If you are returning to GradPlan after already creating your initial plan you should see a box with your degree plan status. The status in the box is basically self explanatory but if you have any question in the future you can look at pages 3-7 in the attached user guide or use the ‘Help’ link in the upper right hand corner of the page.
 - Creating a new plan
 - Committee selection- find your committee members either by searching by name or NetID. Just be sure that once you find the member you need to select the ‘add’ box and then hit submit. **Warning: if there is an add box or button anywhere on the page, you need to press it before submitting any additions and moving onto the next step. If you don’t hit the add button first your work will not be saved.**
 - Courses- you will be able to see course you have already taken or are enrolled in and search all courses. Search by subject and add the appropriate course once found.
 - Note: You have the option of putting them into categories (i.e. major field and minor field). This helps your committee members

later on in the process, but is completely optional. Entering a planned semester is also optional.

- You will need to enter number of credits for variable credit classes.
- You have the option to remove courses as well.
- Research- you must indicate background information for you research and acknowledge that you understand all university policies and procedures.
 - Note: if you didn't discuss your topics for your comprehensive exams you will need to contact your committee since this is a required field.
- Other requirements- this is where you input your foreign language requirements, also if you are requesting a dual major or specialization.
- Finalize- review final information, make any changes and submit plan for approval.
- Submission
 - After you have submitted your plan a Form Tracking Utility (FTU) routing slip will be activated. This routing slip is sent for approval /disapproval to basically everybody that would have signed your Report of Guidance Committee form.
 1. Form Checker- This is Elyse or Peggy, they will either approve or disapprove depending on accuracy and completeness.
 2. Committee- All members will receive notification that the document is ready to approve/disapprove.
 3. Program Signer- This is Prof. Dagbovie or Prof. Hawthorne depending on the situation.
 4. College Signer- This is the Dean of the College of Social Science.
 - Any one of these people can disapprove your plan and you will receive notification along with a comment regarding why it was disapproved. If your plan is approved emails will be sent to the form checker, all committee members and the student, informing them it was approved. You (the student) will also receive three additional emails regarding:
 1. Research/scholarship integrity
 2. Institutional Animal Care and Use Committee (if it was indicated that you will be using animals in your research)
 3. Institutional Review Board (if it was indicated you would be using humans in your research).

- Making Changes to your PhD Plan
 - In the past you would have needed to fill the Changes to the Doctoral Guidance Committee form. Now if you need to change anything on your PhD plan you can do it online.
 1. Changing a committee member:
 - Once on GradPlan you will see a box that says ‘Official PhD Degree Plan’ you will select ‘Start with copy of current plan’.
 - You may now change any of you committee members, and submit your new plan.
 - You should still notify faculty members if you plan on removing or adding them to your committee. The new plan will generate a FTU routing slip and be sent to all approvers excluding your removed member and including your new committee member. Please have your old member email Elyse (hansel119@msu.edu) letting her know that it is ok that you are removing them from your committee.
 2. Changing a course
 - You use the same process as if you were changing a committee member except the plan won’t go to all the approvers. It will only go to the form checker and your committee chair.
- Tracking your PhD Plan
 - Once you have submitted your plan you will see on the main page under Status- ‘Pending Approvals’, to the right of that in the Actions column you will see ‘View approval process for revision’. Here you can view who has currently approved your submitted plan. If you feel that your plan has been sitting in someone’s inbox for a long time you should feel free to contact them to try and help the process along.

If you have any more questions please refer to the user guide attached in this email or use the ‘Contact Us’ and ‘Help’ links in the upper right hand corner of your main GradPlan page. If you still need help you may contact University System Support Help Desk at 517-884-3000 or itserve@msu.edu .