MSU Engineering Graduate Student Annual Report Requirements

Spring 2017

What is this Report?

* Documents PRIOR year’s activities (e.g., 2016)
  * Outlines academic and career goals (and progress)
  * Identifies challenges and areas for development
* Faculty adviser will provide feedback
  * Written feedback within the report
  * Required in-person meeting to review and sign
* ECE department also asks for committee signatures
Why is this Valuable?

* Opportunity to communicate with your adviser
  * Written agreement about goals, progress, next steps
* Review and update your CV
* Review and update your academic and personal goals
* Fulfills University requirements (GSRR)
* Mirrors annual reporting requirements for faculty (and many industries!)

Who has to Submit a Report?

* Required from ALL GRADUATE STUDENTS (MS and PhD)
  * Includes BAE, BME, CEE, CHEMS, CMSE, CSE, ECE, ME majors
* Required for non-research MS students
* Required for students who started in Summer/Fall 2016
* Required for students who started in Spring 2017
* But what if I graduated in December?
  * Required unless 100% of your requirements (including paperwork) have been completed AND the Graduate School certifies your degree by March 1, 2017
What are the Deadlines?

* January 31
  * Students enter their information in the online report
  * Students must click to notify their adviser when done!
* February
  * Advisers provide written feedback in online report
  * Students and advisers meet to review and sign
* March 1
  * Students must verify report completion online
  * Students must submit signed report to graduate secretaries
  * **Failure to meet March 1 deadline results in account hold**

What does a Hold Mean?

* You won’t be able to enroll in classes
  * Enrollment is required for assistantship appointments (which means you won’t be paid!)
  * Enrollment is required to maintain student visa status
* You can’t order transcripts
* You can’t graduate
* **NOTE:** it takes several days to release a hold
Annual Report Step 1:
Submit Student Information

Current Graduate Students
MSU and the College of Engineering offer a variety of resources for graduate students. Typically, your faculty advisor or the Graduate Director for your program can help you resolve academic concerns. The Graduate Secretary in your department is often a good resource for questions about enrollment, assistantships and payroll. Other resources are listed below, and you should feel free to contact Dr. Katy Colby (colbyka@msu.edu), Director of Graduate Initiatives, with questions or concerns.

Student Reports and Forms
- RCR (Responsible Conduct of Research) (due annually by December 31)
- MS Program Plans (via GRS)
- PhD Program Plans (via GradPlan)
- Graduate Student Annual Report (due annually by January 31)
- PhD Candidiate Information Form (to be completed at least 2 weeks prior to defense)

Events, Programs and Student Groups
- Fall 2016 New Graduate Student Orientation
- Graduate Student Research Symposium
Graduate Student Annual Reporting Requirements

All graduate students in the M.S. College of Engineering are required to submit an annual report each year. As part of this report, students will report their progress during the previous year, review their academic and professional goals, and communicate with their advisor(s) about their progress and progress toward degree completion. Master's and Ph.D. students with a minor in MSU students who do not complete the annual reporting process will have a hold placed on their accounts.

Instructions:
1. January 1st: students must complete their part of the annual report using the online GRS system and must click to notify their advisor that the report is ready for review.
2. February, students provide or their feedback using the online GRS system, and students and advisors need to review and sign the report.
3. March 1st: students must verify report completeness using the online GRS system.

Failure to meet the release deadline for completing and submitting the annual report will result in a hold being placed on student's accounts.

Instructions for completing the annual report are available in the login area.

1. Students can access the GRS by clicking on the "Login" button.
2. Students can then access the "Annual Report" by clicking on the "Submit Annual Report" button.
3. Students can then access the "Complete Annual Report" by clicking on the "Submit Annual Report" button.

Handout of the PowerPoint presentation about the GRS system and annual report requirements is available in the login area.

Frequently Asked Questions:
- Q: What If I am not reporting all of my MSU hours in the 2016-17 report, what should I do?
- A: The report must contain a record of hours from all 12 months of the academic year.
- Q: If the only reason for not reporting is lack of MSU credits, should I still submit an annual report?
- A: Yes, all graduate students must submit an annual report using GRS.
Welcome to College of Engineering Graduate Reporting System

MS students should use GRS to submit their graduate program plans, request changes to their advisor or committee members, and to submit their annual report.

PhD students use GRS only to submit their annual report. Please note that official changes to the PhD program plan, advisor or committee members must be submitted via GradPlan (https://gradplan.msu.edu).

Annual Reports should include information based on your activities in the preceding calendar year (January 1 through December 31). This report is due annually by January 31st. Failure to submit this report by the deadline will result in a hold being placed on your student account.

In addition to filling out the information requested in this annual report, you will need to upload copies of the following document in .pdf format:

1. A copy of your current graduate program plan.
2. A copy of your completed RCR training report.
3. A copy of your resume/CV.

Please use the menus above to complete your annual report. Please note that PhD students who change their advisor/committee members in GradPlan will also need to update that information here in GRS & but only changes made via GradPlan are official for PhD students.
These questions only appear for PhD students.
Presentations at professional conferences:

Participation in proposal/grant writing activities (include contributions to faculty submissions):

Participation in teaching/mentoring activities (e.g., courses taught, students monitoring):

Professional service and outreach activities (e.g., paper reviewer, K-4 outreach, membership in professional societies):

Other comments related to academic/research efforts:

Comment briefly on your progress in achieving your academic/research goals during the past year, including any obstacles or difficulties you have experienced.

Briefly describe your specific academic/research goals for the next year:

Comment briefly on your progress toward achieving your career/professional goals during the past year, including any obstacles or difficulties you have experienced.

Briefly describe your specific career/professional goals for the next year:
Welcome to College of Engineering Graduate Reporting System

1. Add/Edit Academic Awards
2. Upload ECE Report
3. Upload Resume
4. Submit Report
5. View Report

Academic/Research Awards
List academic/research awards and honors.

RESEARCH/SCHOLARSHIP: Add/Edit Award
Title:

☐ Check if sponsored by organization
☐ Check if there is monetary award
Welcome to College of Engineering Graduate Reporting System

MS students should use GRS to submit their graduate information and to submit their annual report.

PhD students use GRS only to submit their annual reports. All changes to the PhD program plan, advisor or committee members must be submitted via LAN. msu.edu.

Annual Reports should include information based on your actual academic year (October 1 through June 30). This report is due annually by January 31st. Failure to submit this report will result in placing your student account on hold.

In addition to filling out the information requested in this annual report, you will need to upload copies of the following documents in .pdf format:

1. A copy of the Research Plan
2. A copy of the Research Progress Report
3. A copy of the Research Summary Report

Please use the following instructions for PhD students:

UPLOAD RCR Report
Please note, only .pdf format is supported.

UPLOAD Program of Study
Please note, only .pdf format is supported.
Welcome to College of Engineering Graduate Reporting System

MS students should use GRS to submit their graduate program plans, request changes to their advisor or committee members, and to submit their annual report.

PhD students use GRS only to submit their annual report. Please note that official changes to the PhD program plan, advisor or committee members must be submitted via GradPlan (https://gradplan.msu.edu).

Annual Reports should include information based on your activities in the preceding calendar year (January 1 through December 31). This report is due annually by January 31st. Failure to submit this report by the deadline will result in a hold being placed on your student account.

In addition to filling out the information requested in this annual report, you will need to upload copies of the following document in pdf format:
1. A copy of your current graduate program plan.
2. A copy of your completed RCR training report.
3. A copy of your resume/CV.

Please use the menus above to complete your annual report. Please note that PhD students who change their advisor/committee members in GradPlan will also need to update that information here in GRS to be official for PhD students.
Watch for an email saying that your advisor has added his/her feedback

Dear [Name],

Your Annual report for year 2016 has been approved by your primary adviser Dr. Fatme Mohammad El-Moukaddem. You must login into GRS online system [https://www.eng.msu.edu/grs/] and verify your report had been completed.

Please contact your department to see if there are additional actions required.

Thank you.
Welcome to College of Engineering Graduate Reporting System

MS students should use GRS to submit their graduate committee for their annual report. PhD students must submit their annual advising plan for changes to the PhD program plan, via GradPlan (https://gradplan.msu.edu).

Annual Reports should include information based on your academic year of activity (January 1 through December 31). This report is due annually by January 31st. Failure to submit this report will result in a hold being placed on your student account.

In addition to filling out the information requested in this annual report, you will need to upload copies of the following documentation in pdf format:

1. A letter of progress (2 pages)
2. A list of publications (in APA format)
3. A list of academic and professional achievements

Please note: PhD students who change their advisor/committee during their program must inform GRS along with any changes being made via GradPlan.

Student and Adviser Meet,
Review Report, Sign Final Page
Annual Report Step 4:
Student Verifies Report Online, Submits Signed Copy to Dept.
Questions?

Congratulations! You’re done until next year!