



GRADUATE STUDENT
PROGRESS SYSTEM (GSPS) 2.0
GPD MANUAL 2019-2020

Table of Contents

1. Introduction
2. Log in
3. Overview
4. Search for a Student Record
5. Comprehensive Exam
6. Master's Paper/Portfolio
7. Transfer Credit
8. Research Tool
9. Professional Activities
10. Uploading a Thesis/Dissertation Defense Ballot
11. Approving Student-initiated Forms
12. Creating and Completing Degree Requirement Checklists

Introduction

GSPS is the Graduate Student Progress System. It is a database for everything related to graduate student progress and allows us to monitor students, provide administrative oversight, and document student milestones. While user profiles are initiated using the same login information and ID as other systems on campus, GSPS does not communicate with LOCUS. This means that in order to keep accurate record of our students as they receive merit awards, participate in conferences and publish their work, form committees and complete their programs, we are frequently maintaining information in GSPS that is also entered into LOCUS for student transcripts. This also means that (for now), the degree requirement review process for conferral requires that you and our office review each student's transcript and enter the information back into GSPS.

GSPS is also workflow-based system, which means that at each stage someone is assigned to complete their part of the process and then the system will pass it on to the next person. This is typically done via email, though you can also find your pending approvals in GSPS at any time without those email links (only external users require the links in their emails for access).

As a GPD, your GSPS account will have two roles:

1. As "Faculty" you will manage the typical elements of acting as a faculty member for supervising student exams, research, and theses/dissertations.
2. As "GPD" you are monitoring the progress of all students in your designated program.

You are likely to find yourself having to wear two hats for the students you work with as their thesis/dissertation director and Graduate Program Director. In those circumstances, you will approve a form twice (see Comprehensive Exam, Thesis/Dissertation Committee, Thesis/Dissertation Defense).



Graduate Student Progress System (GSPS) - v1.9

Loyola User ID:

Loyola Password:

Login

Please use your Loyola username and password to log in. The information about password and user id management can be found at <http://www.luc.edu/its/services/password-self-service.shtml>

Some parts of the application require enabling pop-up windows; [click here to test](#). To learn how to disable a Pop-up Blocker see: [Mozilla Firefox](#), [Internet Explorer](#).

Logging into GSPS

Open your web browser and go to <https://gsp.s.luc.edu>

Enter your Loyola Username and Password and click 'Login'

GRADUATE SCHOOL
Chicago, IL 60660
Phone: 773.508.3396



Home | Logout

User Manual

Administration -

- Statistics
- GPD Pending Approvals
- Faculty Review
- Commencement
- Search & Reports

Professional Activities +

Award Forms +

Student Forms +

Statistics

- **Applied Statistics (ASTA-MS)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Medical Sciences (MSCI-MA)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Bioethics and Health Policy (BEHP-MA)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Microbiology and Immunology (MIIM-MS, MIIM-PHD)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Biology (BIOL-MS)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Molecular and Cellular Biochemistry (BICH-MS, BICH-PHD)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Cell Bio, Neur Biology (CBN)**
 - [New St](#)
 - [Degree](#)
 - [Studer](#)
- **Neuroscience (NRSC-MS, NRSC-PHD)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Community Counseling (CCNS-MA)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Nursing (NURS-PHD)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Chemistry (CHEM-MS, CHEM-PHD)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Nursing (NURS-PHD)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Child Development (ERIK-PHD)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Pharmacology (PHAR-MS, PHAR-PHD)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Clinical Psychology (PSCL-MA, PSCL-PHD)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)
- **Philosophy (PHIL-MA, PHIL-PHD)**
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)

This is the GSPS Homepage

Overview



Home Logout

[User Manual](#)

Administration -

- Statistics
- GPD Pending Approvals
- Faculty Review
- Commencement
- Search & Reports

Professional Activities -

- Internships
- Placement
- Presentations
- Publications

Award Forms -

- External Fellowships & Grants
- Internal Awards
- Merit Awards & Fellowships
- Student Honors

Student Forms -

- Change in Degree-Seeking
- Comprehensive Exam
- Degree Requirements
- Doctoral Candidacy
- Extension of Time
- Leave of Absence
- Master's Paper/Portfolio
- Research Tools
- Thesis/Dissertation Committee
- Thesis/Dissertation Proposal
- Thesis/Dissertation Defense
- Thesis/Dissertation Overview
- Transfer Credit

Statistics

- Applied Statistics (ASTA-MS)
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)

- Medical Sciences (MSCI-MA)
 - [New Student Enrollment](#)
 - [Degree Statistics](#)
 - [Student Scholarly Activities](#)

Administration -

- Statistics
- GPD Pending Approvals
- Faculty Review
- Commencement
- Search & Reports

Professional Activities -

- Internships
- Placement
- Presentations
- Publications

Award Forms -

- External Fellowships & Grants
- Internal Awards
- Merit Awards & Fellowships
- Student Honors

Student Forms -

- Change in Degree-Seeking
- Comprehensive Exam
- Degree Requirements
- Doctoral Candidacy
- Extension of Time
- Leave of Absence
- Master's Paper/Portfolio
- Research Tools
- Thesis/Dissertation Committee
- Thesis/Dissertation Proposal
- Thesis/Dissertation Defense
- Thesis/Dissertation Overview
- Transfer Credit

Administrative: View what forms are pending approval as GPD ('GPD Pending Approvals') and as faculty ('Faculty Review').

Professional Activities: Both GPD and the student can create new professional activity forms.

Award Forms: Students create "External Fellowships & Grants", "Internal Awards", and "Student Honors". GPD can also create "External Fellowships & Grants" and "Student Honors". GPD creates "Merit Awards & Fellowships".

Student Forms:

Created by Student: Change in Degree-Seeking, Extension of Time, Leave of Absence, Thesis/Dissertation Committee, and Thesis/Dissertation Proposal

Created by GPD: Comprehensive Exam, Master's Paper/Portfolio, Research Tools, Thesis/Dissertation Defense, Transfer Credit, and Degree Requirements

Created by Graduate School: Doctoral Candidacy

Search for Student Record

Home Logout
User Manual

Student Search: Name LUC ID Search Reset ?

COMP-MS
COMP-MS D
ITEC-MS
ITEC-MS D
SWEN-MS
SWEN-MS D
CHEM-MS
CHEM-MS D
CHEM-PHD

Advanced Search

Select a program from the list
Select a student from the list
Click the 'Search' button.

***Alternative method:**
You may also search for a student using LUC ID. To do this, select LUC ID, enter the ID number into a text box, and click the Search button.

Type to search
Active Search Reset ?

Advanced Search

Student, Benjamin

Student Search: Name LUC ID CHEM-PHD Active Student, Benjami Search Reset ?

	LUCID	Name	Email	Program	Count
Select	00001281366	Benjamin Student	jstudent@luc.edu	CHEM-PHD	0

Select a student record

After you click on the Search button, a short summary of the student record will be displayed. Click on the "Select" button.

To search for a different student record, you may repeat the previous step or click on the "Reset" button to clear the search options.

Please note that sometimes students are not in alpha order by first name and you will need to scroll through everyone with a particular last name to find the person you are looking for.

Comprehensive Exam

Student Search: Name LUC ID Active

General Information:

Name: Benjamin Student
LUC ID: 00001281366
Email: jstudent@luc.edu
Program: CHEM-PHD

To add a new form, click the 'Add' button

-
- [User Manual](#)
- Administration +
- Professional Activities +
- Award Forms +
- Student Forms -
 - Change in Degree-Seeking
 - Comprehensive Exam
 - Degree Requirements
 - Doctoral Candidacy
 - Extension of Time
 - Leave of Absence
 - Master's Paper/Portfolio
 - Research Tools
 - Thesis/Dissertation Committee
 - Thesis/Dissertation Proposal
 - Thesis/Dissertation Defense
 - Thesis/Dissertation Overview
 - Transfer Credit

Student Search: Name LUC ID Active

Comprehensive Exam

General Information:

Name: Benjamin Student Exam Date:
LUC ID: 00001281366 Exam Type:
Email: jstudent@luc.edu
Program: CHEM-PHD

Comprehensive Exam Details:

This is of exams.

Field Exam Type: Major Field
 Minor Field
 N/A

Enter all the required information on the screen. Once finished, click the 'Save' button.

Field title if appropriate (noted on transcript):

List of all LUC examiners who have made a formal decision on this comp exam:

List of all external examiners who have made a formal decision on this comp exam:

If the student's exam field should be included on the transcript, please make sure to indicate it here!

--You are required to add each examiner's name. Click 'Add' next to the LUC examiners section and an Examiner's Info box will pop-up. Select their name from the drop down menu.

****Note: if the name is not listed, please contact the Graduate School at gradschool@luc.edu.**

Comprehensive Exam Result:

Pass
 Pass
 Fail

Examiner Info

Name:

Student Search: Name LUC ID Active

Comprehensive Exam

GPD Approval

Graduate Program Director:
Note that after approval this form will be closed and accessible as 'read-only'

You will then approve the form as GPD. Your timestamp signature indicating your approval will be added. Once you approve, it is sent to examiner(s) for approval. The form then goes to the Graduate School for final approval.

Home Logout

[User Manual](#)

Administration +

Professional Activities +

Award Forms +

Student Forms -

- Change in Degree-Seeking
- Comprehensive Exam
- Degree Requirements
- Doctoral Candidacy
- Extension of Time
- Leave of Absence
- Master's Paper/Portfolio**
- Research Tools
- Thesis/Dissertation Committee
- Thesis/Dissertation Proposal
- Thesis/Dissertation Defense
- Thesis/Dissertation Overview
- Transfer Credit

Student Search: Name LUC ID Active

Master's Paper/Portfolio

General Information:

Name: Benjamin Student
 LUC ID: 00001281366
 Email: jstudent@luc.edu
 Program: CHEM-PHD

Type:

Master's Paper/Portfolio Details:

List of all voting members of the committee: [+ Add](#)

Member Info

Name:

Choose type (either Master's Paper or Portfolio).

Add the committee members of the paper/portfolio.

Master's Paper/Portfolio

GPD Approval

Graduate Program Director:

Note that after approval this form will be closed and accessible as 'read-only'

You will then approve the form as GPD. Once you approve, it will be sent for the committee's approval.

A pop-up will appear notifying you that the form will become Read-Only. Click OK. Your timestamp signature indicating your approval will be added to the form. Once all committee members approve, the form will be sent to the Graduate School for final approval.

Transfer Credit

Student Transfer Credit

Cancel Save

- Administration +
- Professional Activities +
- Award Forms +
- Student Forms -
 - Change in Degree-Seeking
 - Comprehensive Exam
 - Degree Requirements
 - Doctoral Candidacy
 - Extension of Time
 - Leave of Absence
 - Master's Paper/Portfolio
 - Research Tools
 - Thesis/Dissertation Committee
 - Thesis/Dissertation Proposal
 - Thesis/Dissertation Defense
 - Thesis/Dissertation Overview
 - Transfer Credit**

General Information:

Name: Benjamin Student

Type:

LUC ID: 00001281366

Email: jstudent@luc.edu

Program: CHEM-PHD

Transfer Credit Details:

Transfer University:

Semester Credit Hours:

Selected Courses Entire Masters Program

Enter course(s) as listed on transcript separated by commas.

NOTE: If the official transcript from which you are accepting credit is not document and send it to the Graduate School at gradschool@luc.edu.

Total number of hours Recommended for Acceptance:

Credits to be completed in the Graduate School Program:

Total Credits Required by the Graduate School Program:

Enter all required information and click the 'Save' button.

- Enter the selected courses to be accepted as they appear on the external transcript
- If credit is in quarter hours, please note that it will have to be translated to semester hours.
- If accepting all coursework related to a Master's degree, click "Entire Master's Program"
- If the transcript is not in DocFinity, forward it to the Graduate School at gradschool@luc.edu

Student Transfer Credit

Print List Delete Edit Approval

GPD Approval

Graduate Program Director: Note that after approval this form will be closed and accessible as 'read-only'

Cancel Ok

You will then approve the form as GPD. Once you approve, it will be sent to the Graduate School for approval.

A pop-up will appear notifying you that the form will become Read-Only. Click OK. Your timestamp signature indicating your approval will be added to the form. The Graduate School will review and approve or communicate with you if there are concerns.

Research Tool

Administration +

Professional Activities +

Award Forms +

Student Forms -

Change in Degree-Seeking

Comprehensive Exam

Degree Requirements

Doctoral Candidacy

Extension of Time

Leave of Absence

Master's Paper/Portfolio

Research Tools

Thesis/Dissertation Committee

Thesis/Dissertation Proposal

Thesis/Dissertation Defense

Thesis/Dissertation Overview

Transfer Credit

Research Tool

Cancel Save

General Information:

Name: Benjamin Student Type:

LUC ID: 00001281366

Email: jstudent@luc.edu

Program: CHEM-PHD

Research Tool Details:

A. Loyola University Chicago course work (minimum grade of 'B' is required)

Course	Term/Year	Grade
--------	-----------	-------

Enter all required information and click 'Save' button.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Course work at another institution. A minimum grade of 'B' is required and the courses must have been completed within five years of admission to the graduate program at Loyola University Chicago.

Institution:

Enter course(s) separated by commas.

Courses:

C. Examination administered by the program

Examiner's Name: Language:

Date: 

D. Other

Comment:

Research Tool

Print List Delete Edit Approval

GPD Approval

Graduate Program Director:

Note that after approval this form will be closed and accessible as 'read-only'

Cancel Ok

You will then approve the form as GPD. Once you approve, it will be sent to the Graduate School for approval.

A pop-up will appear notifying you that the form will become Read-Only. Click OK. Your timestamp signature indicating your approval will be added to the form.

Professional Activity

Tracking Professional Activities through GSPS provides important information to you and to The Graduate School for annual reports and allows us to take advantage of time-sensitive opportunities to highlight student success. Professional Activities Include: Internships, Presentations, Publications, and Placements

Home Logout
User Manual

Administration +
Professional Activities -
Internships
Placement
Presentations
Publications
Award Forms +
Student Forms +

Student Search: Name LUC ID Active Search Reset ?

Student Internship

Cancel Save

General Information:

Name: Benjamin Student Type:

LUC ID: 00001281366 Start Month and Year:

Email: jstudent@luc.edu

Program: CHEM-PHD

Internship Details:

Place:

Job Description:

Student Internship

List Delete Edit Approval



GPD Approval

Graduate Program Director:

Note that after approval this form will be closed and accessible as 'read-only'

Cancel Ok



You will then approve the form as GPD. Once you approve, it will be sent to the Graduate School for approval. A pop-up will appear notifying you that the form will become Read-Only. Click OK. Your timestamp signature indicating your approval will be added to the form.

Uploading a Thesis/Dissertation Defense Ballot

- Home Logout
- User Manual
- Administration +
- Professional Activities +
- Award Forms +
- Student Forms -
- Change in Degree-Seeking
- Comprehensive Exam
- Degree Requirements
- Doctoral Candidacy
- Extension of Time
- Leave of Absence
- Master's Paper/Portfolio
- Research Tools
- Thesis/Dissertation Committee
- Thesis/Dissertation Proposal
- Thesis/Dissertation Defense**
- Thesis/Dissertation Overview
- Transfer Credit

Student Search: Name LUC ID Active Search Reset ?

Thesis/Dissertation Defense

List Approval

General Information:

Name: Benjamin Student
 LUC ID: 00001281366
 Email: jstudent@luc.edu
 Program: CHEM-PHD

Prop:
 Defense date:
 Defense ballot:
 Distinction received: No
 Admission Term: 1106

2. Search for student record.

1. Select Thesis/Dissertation Defense from the menu

Abstract: TES

- Compliance Status:
- I am not using IRB or IACUC in this research.
 - I have been formally added as a staff member to an open, approved IRB or IACUC protocol.
 - I will submit or have submitted an IRB or IACUC protocol.

Compliance Approval Date:

Newest Committee:

Committee formed: 3/22/2016

GPD Approval: 3/22/2016 2:05:00 PM

GS Approval: 3/22/2016 2:06:00 PM

Loyola Committee Members:

Name	Email	Role	Department	Rank	Committee Approval	Proposal Approval
F-1, 1	f1@luc.edu	Director	Education	Associate Professor of Higher Education	3/22/2016 1:34:00 PM	
F-2, 2	f2@luc.edu	Reader	Pathology	Associate Professor of Pathology		
				Clinical Assistant Professor of Nursing		

3. Click 'Approval' to finalize the defense.

A pop-up will appear to upload a PDF of the thesis/dissertation defense ballot. A hard copy of the ballot can be found on the Forms page on the Graduate School Website.

Click 'Ok'.

If the student earned Distinction, make sure it is indicated on the ballot and it will be entered by the Graduate School.

Degree	Rank	Institution	CV	Proposal Approval
f	f		View	

GPD Approval

Note that after approval this form will be closed and accessible as read-only'

PDF document is required.
 Document: Browse... No file selected.

Cancel Ok

Approving Student-Initiated Forms

Home Logout
User Manual

Administration -

Statistics

GPD Pending Approvals

Faculty Review

Commencement

Search & Reports

Professional Activities +

Award Forms +

Student Forms +

Form Search: Select: All Pending Approvals

Pending Approvals

All Pending Approvals:

	LUCID	Student Name	Program	Form Name
Select	00001281366	Benjamin Student	CHEM-PHD	Comprehensive Exam
Select	00001281366	Benjamin Student	CHEM-PHD	Paper/Portfolio
Select	00001281366	Benjamin Student	CHEM-PHD	Internships
Select	00001281366	Benjamin Student	CHEM-PHD	Thesis/Dissertation Committee

You will receive an email once a student-form is ready to be approved.

Home Logout
User Manual

Administration +

Professional Activities +

Award Forms +

Student Forms -

Change in Degree-Seeking

Comprehensive Exam

Degree Requirements

Doctoral Candidacy

Extension of Time

Leave of Absence

Master's Paper/Portfolio

Research Tools

Thesis/Dissertation Committee

Thesis/Dissertation Proposal

Thesis/Dissertation Defense

Thesis/Dissertation Overview

Transfer Credit

Student Search: Name LUC ID Active

Thesis/Dissertation Committee

General Information:

Name: Benjamin Student

Type: Thesis

LUC ID: 00001281366

Email: jstudent@luc.edu

Program: BIOL-M5

Committee formed: 7/18/2017

Loyola Committee Members:

Name	Email	Role	Department
F-1, 1	f1@luc.edu	Director	Education
F-2, 2	f2@luc.edu	Reader	Pathology

Non-Loyola Committee Members:

There are no external readers on this committee.

Email: jstudent@luc.edu

GPD Approval

Graduate Program Director: Note that after approval this form will be closed and accessible as 'read-only'

GPD Approval

Troubleshooting

If you are not given the option to approve a form as GPD, this means that the entire committee has not approved the form. You may want to reach out to the student or committee members for follow-up if a form has been pending for a while.

Remember that you may have to sign a form twice- once as faculty committee member and again as GPD. Those are different, sequential steps in the workflow.

If external committee members are not receiving notice to approve forms, please contact gradschool@luc.edu for assistance.

The most common problems with committee forms are external committee members not receiving emails and committee members not having appropriate graduate faculty status.

Creating and Completing Degree Requirement Checklists

Student

Degree Requirement Checklist

General

Conferral date will be a specified date in each term when degrees are conferred by the university. If you aren't sure what the date is, please email gradschool@luc.edu

Total Hours Required- what is the minimum number of hours required for the degree?

Transfer Hours Accepted- should be in candidacy form and on transcript

Loyola Hours Applied- on transcript

Total Hours Earned should be equal to or greater than Total Hours Required, otherwise student is not ready for conferral!

Grade Point Average- on transcript

Admission term- should appear automatically

[Print](#) [List](#) [Edit](#) [Approval](#)

Conferral Date: **12/22/2018**

Total Hours Required for Degree: **0**

Transfer Hours Accepted: **0**

Loyola Hours Applied: **60**

Total Hours Earned: **60**

Grade Point Average: **3.640**

Admission Term: **1202**

Details

Is student registered? **No**

Does student have any incompletes? **No**

Comments:

[Add a new comment](#)

Graduate Program Director's Review

- Completion:
- The student has completed all program-specific degree requirements.
 - The student will complete all program-specific degree requirements **this term** upon the successful completion of requirements listed in a comment section below.
 - The student will **not** complete all program-specific degree requirements **this term** for the reason(s) listed in a comment section below.

Requirements or Discrepancies:

GPD Correspondence and Approval

Graduate Program Director:

Date:

The Graduate School Approval

Graduate School Official:

Date:

Status:

Comment:

