GRADUATE STUDENT PROGRESS SYSTEM (GSPS)
USER MANUAL  https://gspsluc.edu

PART I: GPD Initiated Forms
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Leave of Absense
- Create/Update Form

PART IV: Faculty Review
- Search for the Form
- Form Approval
PART I: GPD Initiated Forms

This will give you instructions on how to complete forms from start to finish. The individual forms are all shown in Step 6, which starts on page 4.

1. Login to GSPS
   - Open your web browser and go to this address: https://gspsluc.edu
   - Enter your Loyola Username and Password and click the ‘Login’ button.

2. Select from the menu to access the form
   - After the menu opens, you will be provided with all options available to you.
3. **Search for student record**

- Select a program from the list (note that programs are generated based on user rights).

- Select a student from the list (note that students are generated based on a selected program).

- 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.

4. **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.

- If you do not need to work with the student record, you may repeat previous steps or click on ‘Reset’ button to clear the search options.
5. Once the student information pulls up, click the ‘Add’ button

6. Comprehensive Exam
Enter all required information on the screen. Then click the ‘Save’ button.

- You are required to add each examiner’s name. Click ‘Add’ and select their name from the drop down menu on the pop-up

*Note
If name is not listed, please contact the Graduate School.
PART I: GPD Initiated Forms

6 Cont. Transfer Credit
Enter all required information and click the 'Save' button.

- Enter the selected courses to be accepted as they appear on the external transcript.

- If accepting all coursework related to a Master’s degree, click “Entire Masters Program”.

- If the transcript is not in DocFinity forward it to the Graduate School at abarker@luc.edu.

6 Cont. Research Tool
Enter all required information and click the ‘Save’ button.
Professional Activities Include:

- Internships
- Presentations
- Publications
- Placement
- External Awards

6 Cont. Professional Activities
Enter all required information and click the ‘Save’ button.
PART I: GPD Initiated Forms

7. Click ‘Edit’ if you need to make any changes prior to approval

8. Click ‘Approval’ to finalize the form

- 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 bottom of the form.

- No further action is required, and a letter or email will be sent to the student once the final approval is given by the Graduate School.
PART I: GPD Initiated Forms

These instructions are for the Thesis/Dissertation Defense only.


2. Search for student record.
   - If you need a reference for searching, go to page 3.

3. Click 'Approval' to finalize the defense.
   - A pop-up will appear to upload a PDF of the thesis/dissertation defense ballot. The ballot can be found on the Forms page on The Graduate School website.
   - Click 'OK'.
PART II: Graduate School Initiated Forms

This section provides direction for search and approval of all forms initiated by the Deans of the Graduate School.

1. Login to GSPS
   - Open your web browser and go to this address: https://gspsluc.edu.
   - Enter your Loyola Username and Password and click the ‘Login’ button.

2. Select Pending Approvals from the menu
**PART II: Graduate School Initiated Forms**

3. Select a Form from the drop down box and click the ‘Select’ button
   - If any Comprehensive Exam forms need to be approved, the list will be displayed by default.

4. Click ‘Select’ to access a form
5. Provide a response to the comment
- This is only available on Doctoral Candidacy and Degree Requirements forms.

6. Click ‘Approval’ to finalize the form
- A pop-up will appear notifying you that the form will become Read-Only. If your response is required, you will be provided with different options to select, leave a comment, or upload a document.
PART II: Graduate School Initiated Forms

7. If required, select desired option, leave the comment and click ‘OK’ button

- Please read the text in the approval boxes carefully as they vary with each form.

7 Cont.

- Your timestamp signature will be added to the bottom of the form for your approval.

- No further action is required, and a letter or email will be sent to the student once the final approval is given by the Graduate School.
PART III: Student Initiated Forms

This section will provide a step-by-step process for students to complete a form. To see how to fill out individual forms, go to Step 5 on page 16.

1. Login to GSPS
   - Open your web browser and go to this address: https://gsps.luc.edu.
   - Enter your universal Loyola Username and Password and click the ‘Login’ button.

2. Select appropriate program from the list
   - For example, if you are entering a form while in your Masters work, whether it is a Thesis, Leave of Absence, or any other form, select your Masters program.
   - Note that this option is only available if you have more than one active program.
PART III: Student Initiated Forms

2 Cont.

- After you select the program, you will be able to change it at any time by clicking the ‘Change’ button.

- When this option is not available, it is because the displayed program is the only active program for you in the Graduate School. If this is in error, contact the Graduate School at abarker@luc.edu.

3. To create, view, or edit a form, select an option from the menu on the left-hand side.
4. Click the ‘Add’ button to create a form

4 Cont.
- If you have multiple forms created and would like to view or edit, click ‘Select’ next to the appropriated date.
- Note: This option is only available if the form has not been approved.

4 Cont.
- Note that the list contains the approval status of your form(s), so you can monitor the progress at any time.
PART III: Student Initiated Forms

5. Leave of Absence

- Read all instructions carefully on the forms. By creating this form, you agree to abide by any conditions listed within.

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

5 Cont.

- Click 'OK' to submit the form for approval. Once a form is created, it will be sent to your department, then the Graduate School for approval.
PART III: Student Initiated Forms

5 Cont. Professional Activities
Enter all required information and click the ‘Save’ button.

Professional Activities Include:
- Internships
- Presentations
- Publications
- Placement
- External Awards
5 Cont. Thesis/Dissertation Committee

Enter all required information.

- For Loyola readers, select from the drop down menu. Then choose their role on your committee. Click ‘Add’.

- For external readers, you will need to manually enter the information. Please do so carefully, then attach a PDF version of their curriculum vitae. Click ‘Add’.

- Click the ‘Save’ button on the main form when finished. This will be forwarded to your director and GPD, then the Graduate School for approval. An email is sent once the committee is fully approved.
PART III: Student Initiated Forms


- Read instructions carefully. Form will not be available until committee is fully approved.

- Make sure that the abstract entered is substantial, i.e. a minimum of four sentences.

- Click ‘Save’ button on the form when finished. This will forwarded to your entire committee and GPD, then The Graduate School for approval. An email is sent once the proposal is fully approved.
PART IV: Faculty Review

These instructions will guide you through the search function and how to approve each form. To see individual forms, please proceed to Step 4 on page 21.

1. Login to GSPS
   - Open your web browser and go to this address: https://gsps.luc.edu.
   - Enter your Loyola Username and Password and click the ‘Login’ button.

2. Select a form and click the ‘Select’ button
   - By default, Comprehensive Exam list is displayed without a search.

3. Click on View to see the form
PART IV: Faculty Review

4. Review the form, select an appropriate option, and click the ‘Submit’ button
PART IV: Faculty Review

4. Cont. Review the form, select an appropriate option, and click the ‘Submit’ button

5. After submission, you will be presented with the confirmation screen. Click ‘X’ to exit the form and return to the list