



## Student Career, Program, Plan: Changing Subplan (Plan A/Plan B or Concentration)

### Student Program Tab

All changes to a student's CPP stack, regardless of what they are, will first need to be initiated on the **Student Program** tab. For example, if changing a student's subplan (concentration), you will first need to add a new row on the **Student Program** tab, then do the same on the **Student Sub-Plan** tab. The following example shows how to change a student from Plan A to Plan B.

The screenshot shows the 'Student Program' tab selected. The 'Student Details' section displays a table with one row. The row is highlighted with a red box, and the fields are numbered 1 through 4: 1. Add button (+), 2. Effective Date (01/13/2022), 3. Program Action (PLNC), and 4. Action Reason (CGSP). The 'Admissions' section is also visible, with a callout bubble pointing to the 'Include History' checkbox, which is highlighted with a red box. The 'Add' button is also highlighted with a red box.

1. Click the + button to add a new row.
2. Insert the **Effective Date**.
3. **Program Action**: PLNC – Plan Change
4. **Action Reason**: CGSP – Change Sub-Plan
  - If this is the first Subplan for the student, use **Action Reason**: ADSP – Add Sub-Plan



## Student Sub-Plan Tab

Student Program | Student Plan | **Student Sub-Plan** | Student Attributes | Student Degrees

Daniel [redacted]

Academic Career Graduate Student Career Nbr 0

**Student Details** Find | View All First 1 of 3 Last

Status	Active in Program	Admit Term	SS19
Effective Date	01/13/2022	Effective Sequence	1
Program Action	Plan Change	Action Date	01/13/2022
Action Reason	Change SubPlan		
Academic Program	Master's in Arts and Letters	Michigan State University	

**Academic Plan** Find | View All First 1 of 1 Last

Academic Plan	Linguistics MA	Major
Requirement Term	Spring Semester 2019	

**Academic Sub-Plan** Find | View All First 1 of 1 Last

1 \*Academic Sub-Plan LINGUIS\_TH Linguistics Thesis (A)

Academic Sub-Plan Type Option

\*Declare Date 01/07/2019

2 \*Requirement Term 2192 SS19

3 Save

**Search Results**

View 100 First 1-2 of 2 Last

Academic Sub-Plan Description	
LINGUIS_NT	Linguistics NonThs (B)
LINGUIS_TH	Linguistics Thesis (A)

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History | Correct History

1. **Academic Plan:** Using the magnifying glass, search for the new subplan you would like to switch to (Plan A/Plan B).
2. **Requirement Term:** Use the same term listed on the **Student Plan** tab.
3. Click **Save**.