



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

Student Program Tab

Navigation: Menu > Records and Enrollment > Student Program/Plan

All changes to a student's Career, Program, Plan (CPP) stack, regardless of the change, start on the **Student Program** tab. The following example shows how to change a student from Plan A to Plan B.

The screenshot shows the 'Student Program' tab for a student named Daniel. The 'Student Details' section includes fields for Status (Active in Program), Effective Date (01/13/2022), Program Action (PLNC - Plan Change), Action Reason (CGSP - Change SubPlan), Academic Institution (MSU55 - Michigan State University), Academic Program (MAL - Master's in Arts and Letters), Admit Term (2192 - SS19), Requirement Term (2192 - SS19), and Expected Graduation Term (2218 - FS21). The 'Admissions' section is expanded, showing 'From Application' with 'Application Nbr' 0 and 'Application Program Nbr' 0. The 'Campus' is set to MAIN and the 'Academic Load' is Full-Time. A red box highlights the 'Effective Date', 'Program Action', and 'Action Reason' fields. A green callout bubble points to the 'Include History' button, stating 'Be sure to select Include History to see all records in a student's stack.'

1. Click the + button to add a new row.
2. **Effective Date** - The date on which the program action becomes effective. Defaults to today's date, change if necessary.
3. **Program Action** - PLNC – Plan Change.
4. **Action Reason** - ADSP – Add Sub-Plan or if this is to change a Sub Plan use CGSP – Change 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 Sub-Plan** - Select the Academic Sub-Plan using the magnifying glass.
2. **Requirement Term** - Term will default from the Academic Plan. This determines the curriculum requirements the student will follow for the sub-plan.
3. **Save.**