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.

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

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Be sure to select Include History to see all records in a student’s stack.
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**.