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IUPUI Process for Adding Sub Plans to Majors

Sub plans within the Student Information System (SIS) are used to modify a plan (major).

Sub plans usually consist of a group of courses within a student's major that represent a specialization or concentration within that major. By way of example, English might have a number of sub plans attached to the English BA -- Film Studies, Literature, Writing and Literacy. These are concentrations of specific courses and serve to further define the student's English program of study.


Subplans for Reporting/Tracking *(no academic review required)*

Sub plans are generally used as a method to track student interest in each specific specialization or concentration. Sub plans requested for tracking purposes need no formal academic committee review. The academic unit official responsible for the academic structure within the SIS (degree programs, majors, minors, etc.) should simply submit a request for a sub plan(s) to the appropriate Office of the Registrar contact. While these sub plans are not printed on the students' official transcript, they do appear on the other versions of the transcript for advising purposes.

Subplans with Official Transcript Notation *(academic review required)*

In addition to being used as a tracking mechanism, sub plans may be used to further describe a student's major on the official transcript. As is the case with any notation to be reported on the official transcript, academic review and approval is required if the new sub plan request includes listing it on the official transcript. The procedure outlined below pertains to requests for sub-plans to be printed on the official University transcript.

1. Proposals for new sub plans will be initiated by the academic unit that owns the major.
2. Proposals shall be completed on an [Academic Sub plan Request form](#) and submitted to the Office of the Registrar
3. Registrar will present to the appropriate committee as listed below:
 - For Undergraduate Sub Plans, proposals would be forwarded to the Academic Policy and Procedures Committee (APPC) for review and approval.
 - For Graduate Sub Plans, proposals would be forwarded to the Graduate Office which will arrange for review by the Graduate Affairs Committee.
4. When approved by the appropriate committee as noted above, the request form will noted, new sub plans added to the SIS and school representative notified. If not approved, school representative will be notified.

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School and Program: _____

Plan (Major): _____

Proposed Sub Plan(s) descriptions (*reflecting concentrations within the major noted above*):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Projected Date/Term of Implementation: _____

Is the Sub Plan a: (*check one*)

Concentration ____ Specialization ____ Track ____

Is this track, specialization, or concentration a new addition to the curriculum?

What is the rationale for printing this sub plan on the official transcript? How does the subplan assist in defining the major? What is the academic relationship to the degree being conferred?

List the major topics and/or curriculum of the sub plan.

Sub plan Request Submitted By (School):

Name: _____
 Title: _____

Date: _____
 Dept/School: _____

Dean Signature _____ **Date:** _____

Once complete, forward to the Office of the Registrar, CA 113

Sub plan request reviewed/approved by:	
Committee Name: _____ Added to SIS	Date: _____ Date: _____