STUDENT PROGRAM PLAN ACADEMIC STRUCTURE, TERMS, AND RULES

It is important for advisors to understand academic structure and the related terminology before making updates to a student's academic program. Academic Structure is a term used by the Office of the University Registrar for all the things that need to be in place to create the rest of the Student Information System. This includes degree programs (majors, and degrees) and other offerings such as minors, concentrations, and certificates. This information is organized into what Campus Solutions calls Careers, Programs, Plans, and Sub-Plans. Advisors will need to identify which career, program, and plan a student is in before making any updates.

TERMS

1. Career: is the student's classification such as Graduate or Undergraduate
2. Program: is the student's classification plus college such as a Graduate student in the College of Agricultural & Life Sciences
3. Plan: is the major plus degree such as a Bachelor of Arts in Anthropology or a minor or certificate level
4. Sub-Plan: is a concentration/emphasis/specialization or a certificate
5. Student Program/Plan: a student's career, program, plan, and sub-plan
6. Student Groups: identified groups to be tracked

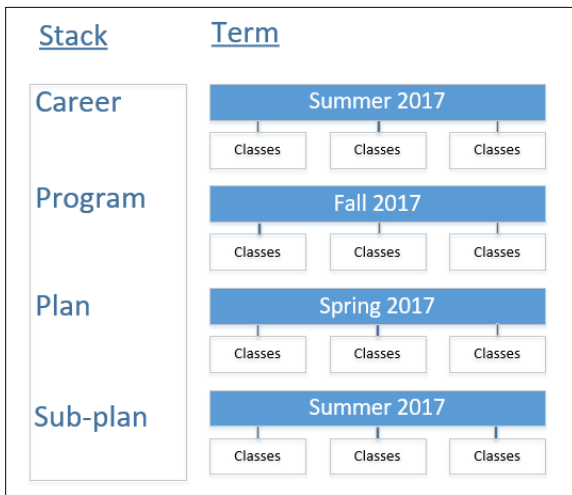   For example, UF Online, Innovation Academy, and self-funded programs can be identified by Student Groups.

7. Stack: unique collection of a student's career, program, plan and sub-plan
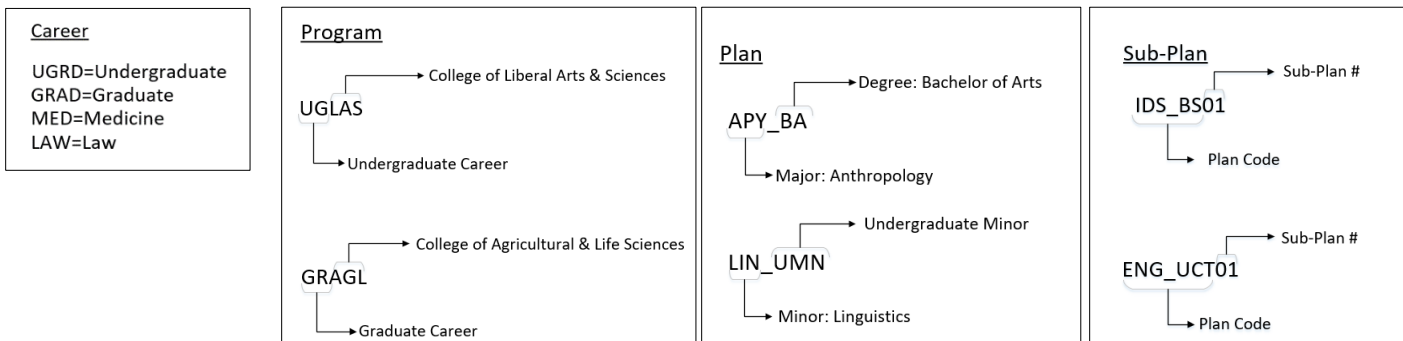
ACADEMIC STRUCTURE

Below is a chart to represent the components of a Student's Program/Plan.

Student Program/Plan
Degree or Academic Program

Term	Definition	Code Examples
CAREER	Undergraduate Graduate Law Medicine	UGRD = Undergraduate GRAD = Graduate LW = Law MED = Medicine
PROGRAM	Career + College	GRAGL = Graduate / Agricultural & Life Sciences UGLAS = Undergraduate / Liberal Arts & Sciences UNENG = Undergraduate Non-Degree/ Engineering VMVEM = Veterinary Medicine / Veterinary Medicine
PLAN	Major + Degree Minor (subject) + Level College of Certificate + Level	APY_BA=Anthropology_Bachelor of Arts LIN_UMN=Linguistics_Undergraduate Minor ENG_UCT=Engineering_Undergraduate Certificate
SUB-PLAN	Concentration/Emphasis/ Specialization or Certificate	BLY_BS01 = Biology_Bachelor of Science / Sub-Plan # ENG_UCT01 = Engineering_Undergraduate Certificate / Sub-Plan #

Below is a chart to represent how a student's Career, Program, Plan, and Sub-plan (left) is linked to the rest of a student's information including terms, classes, and eventually grades and graduation information.

Stack	Term
Career	**Summer 2017** — Classes / Classes / Classes
Program	**Fall 2017** — Classes / Classes / Classes
Plan	**Spring 2017** — Classes / Classes / Classes
Sub-plan	**Summer 2017** — Classes / Classes / Classes

Below are some sample codes for Careers, Programs, Plans, and Sub-Plans.

Career

UGRD=Undergraduate
GRAD=Graduate
MED=Medicine
LAW=Law

Program

UGLAS → College of Liberal Arts & Sciences
UGLAS → Undergraduate Career

GRAGL → College of Agricultural & Life Sciences
GRAGL → Graduate Career

Plan

APY_BA → Degree: Bachelor of Arts
APY_BA → Major: Anthropology

LIN_UMN → Undergraduate Minor
LIN_UMN → Minor: Linguistics

Sub-Plan

IDS_BS01 → Sub-Plan #
IDS_BS01 → Plan Code

ENG_UCT01 → Sub-Plan #
ENG_UCT01 → Plan Code

Below is how a student's program/plan will appear in the Student Services Center.

UFLOR - University of Florida
UGRD - Undergraduate — **Career**
UNJRC - Journalism and Communications — **Program**
UGLAS - Liberal Arts and Sciences — **Program**

RULES-UNDERGRADUATE AND PROFESSIONAL CAREERS

1. There is 1 stack per program (college). 1 program stack can have multiple major plans attached.
2. If there are 2 major plans in 2 different colleges, there will be 2 stacks (1 for each college).
3. If the student is changing colleges, it is a program change. The user must enter the previously recorded admit term and requirement term.
4. Degree attributes are not used for UGRAD and PROF career stacks.
5. Undergraduate advisors can change the major of a student with 1 major plan, to another major plan, and can update the requirement term. Other updates should be made by the Registrar's Office.

RULES-GRADUATE CAREERS

1. There is 1 Stack per major plan, no matter what.
2. Add a new Stack when the student has one active Stack (is enrolled) and wants to earn an additional degree in their major (example: An Agronomy PhD student also wants to earn a master's degree in Agronomy).
3. When creating new Stacks, the admit term will remain the same. The student's admit term will always be the first term the student started in any graduate career program. The exception is when the student is re-admitted into a program.
4. New Stacks will be created automatically for students who are re-admitted. The Admit and Requirement Terms will both be the term the student was re-admitted.
5. If a student has one active Stack (is enrolled) and wants to change to a new plan in the same major, departmental staff can do a PLAN CHANGE in the student's existing Stack.
6. If a student has one active Stack and wants to change to a new plan in a different major, they must submit an application through the Office of Admissions. The Career in the new major will be automatically added by the Registrar once the student is admitted into the new program. Please contact Graduate School Data Management Unit by sending an email to graddata@ufl.edu to discontinue the old Career.
7. Minors are attached to the major and degree plan, so they do not "float" or "move" from Stack to Stack within the career.
8. The other allowable PLAN CHANGE is a minor plan change.
9. Degree attributes reflect degree options for different students such as thesis/non-thesis or joint graduate-professional degrees. A custom batch job will default degree attributes to any new graduate career plan, and graduate department coordinators can make limited manual adjustments.
10. Graduate department coordinators can add new Stacks (for additional degrees), change plans in an existing Stack in the student's major, add and remove minors, and update degree attributes.
11. Status for a student Stack will automatically change to Discontinued (DISC) in the Student Information System (SIS) when a student is not enrolled for 3 consecutive terms.
12. If a student wants to drop from one degree program or leave the University (drop from all degree programs) you can do a DATA CHANGE to the student's stack(s).

RULES-CERTIFICATE STACKS (ALL LEVELS)

1. Certificates are always free-standing stacks. They are all in the UGRAD career, with a UNXXX program.
2. These stacks are built when a student is admitted to a certificate program.
3. The only changes to certificate stacks will be to DISC (discontinue), and/or COMP (complete) these stacks as students are certified and awarded the certificate.

PROGRAM ACTION CODES

Program Action	Action Reason	When should I use this combination?
ACTV (Active)	**AMAJ** (Add Major)	The Graduate student is adding a major or degree.

PRGC (Program Change)	CMAJ (Change Major)	The Undergraduate student is changing major AND College.
PLNC (Plan Change)	AMIN (Add Minor)	The Undergraduate student is adding a minor in the same College. Note: This is performed by the Registrar's Office.
PLNC (Plan Change)	CMAJ (Change Major)	The student is changing a major in the same College.
PLNC (Plan Change)	CSUB (Change Subplan)	The student is changing a sub-plan only (concentration, emphasis, specialization).
PLNC (Plan Change)	RMIN (Remove Minor)	The Undergraduate student wants to remove a minor. Note: This is performed by the Registrar's Office.
DATA (Data Change)	RQTC (Requirement Term Change)	An academic advisor needs to make an exception and set the requirement term (catalog year) as before the student's admit term.
DATA (Data Change)	Choose from a list of codes	The Graduate Student wants to drop a degree program.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk@ufl.edu.

Processes and Policies
Office of the University Registrar
ourdegreeteam-l@lists.ufl.edu
352-392-1374
registrar.ufl.edu