

**PLAN/SUBPLAN CHANGE FORM**

North Carolina State University  
Department of Registration and Records  
1000 Harris Hall

\_\_\_\_\_  
Last Name                      First                                      Middle                                      Student Identification Number

Are you currently enrolled at NCSU?    Yes \_\_\_\_ No \_\_\_\_    If not, term & year of last enrollment \_\_\_\_\_

Have you applied for Graduation?    Yes \_\_\_\_ No \_\_\_\_

**SELECT ONE OF THE FOLLOWING OPTIONS:**

**Change Primary Plan/Subplan**                      \_\_\_\_ **(Complete Both Sections I & II)**

**Add Additional Plan/Subplan**                      \_\_\_\_ **(Complete Section I Only)**

**Release 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. Plan/Subplan**                      \_\_\_\_ **(Complete Section II Only)**

**Section I**

**Accepted (Effective Term & Year):** \_\_\_\_\_

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Plan Code                      Subplan Code                      Degree Key Term & Year\*

\_\_\_\_\_                      \_\_\_\_\_  
Advisor Employee ID                      Advisor Name

\_\_\_\_\_                      \_\_\_\_\_  
Accepting Dean's Signature                      Date

**Section II** (Complete if changing Primary Plan/Subplan or if dropping an Additional Plan/Subplan)

**Change to Secondary Plan/Subplan** \_\_\_\_    **Discontinue Plan/Subplan** \_\_\_\_

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Plan Code                      Subplan Code                      Degree Key Term & Year\*

\_\_\_\_\_                      \_\_\_\_\_  
Advisor Employee ID                      Advisor Name

\_\_\_\_\_                      \_\_\_\_\_  
Releasing Dean's Signature                      Date

**ADDITIONAL INFORMATION**

- STUDENTS WILL BE SUBJECT TO A TUITION SURCHARGE FOR ALL CREDIT HOURS ATTEMPTED IN EXCESS OF 140 OR 110% OF THE STUDENT'S ACADEMIC PROGRAM, WHICHEVER IS GREATER. FOR MORE INFORMATION, VISIT [http://www.ncsu.edu/policies/academic\\_affairs/enrollment/reg\\_recs/REG02.65.5.php](http://www.ncsu.edu/policies/academic_affairs/enrollment/reg_recs/REG02.65.5.php)
- Students are responsible for having college and departmental records transferred to the new college and department.
- This form must be returned to the Department of Registration and Records Campus, Box #7313, 1000 Harris Hall in order for changes to be recorded to the student's permanent record.

\*Indicates the term and year for the ADA Degree Key