

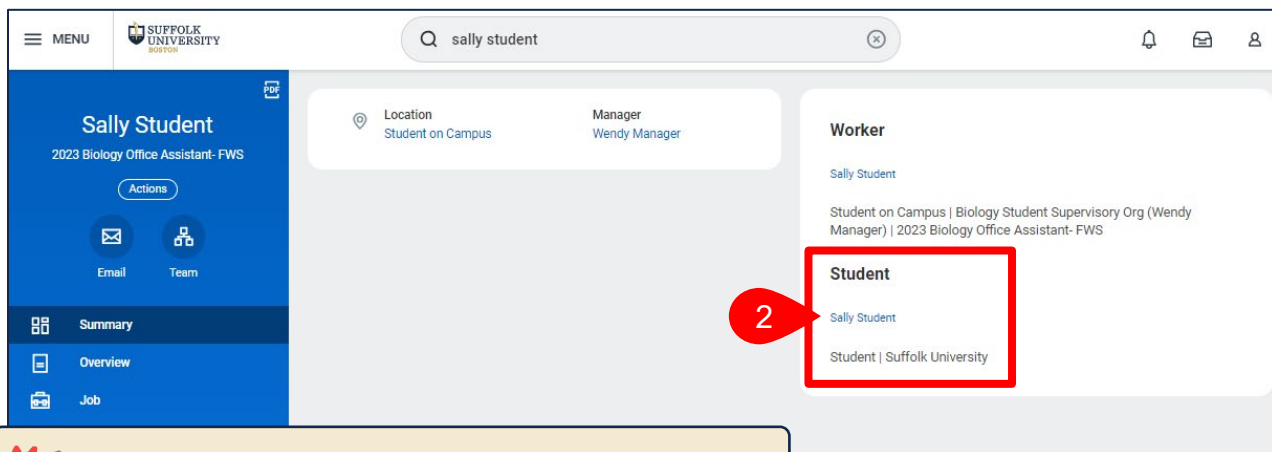
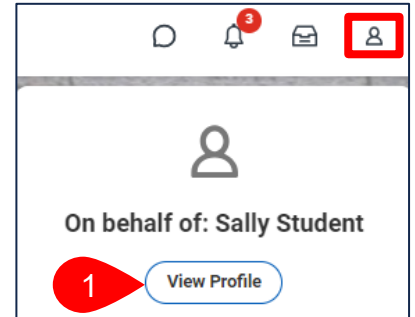
Description: This quick guide shows how to change a program of study.

Applies to: Students

CHANGE A PROGRAM OF STUDY

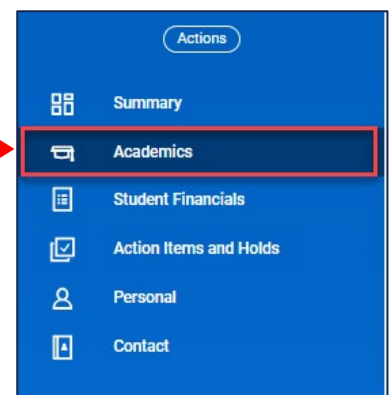
Use the Change Program of Study task to change your program of study from one to another. You must have at least one program of study at all times.


1. Navigate to your Student Profile. Click the profile icon in the top right corner of your Workday home page and click **View Profile**.
2. Click your name under “Student” to get to your **Student Profile** if you are a student worker.



Important: If you are a student worker, Workday defaults to your worker profile. To change the default see [Set Default to Student Profile](#) quick guide. Click the name with “student” underneath.

3. Click the **Academics** tab from the menu.
4. Click **Request** to the right of your program of study.



Program of Study	Declare Date	Expected Completion	Status	Primary	
Computer Science Major BS	05/15/2021	05/18/2025	In Progress	Y	 Request

5. If there is more than one program of study, click **Request**, then select **Change Program of Study Record**.

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	
Philosophy Politics and Economics Major BS		08/24/2020	05/12/2024	In Progress	Yes	<input type="button" value="Request"/>
	Crime and Justice Minor	04/04/2023	05/12/2024	In Progress	No	<input type="button" value="Request"/>

5

6. Select the new program of study in the **New Program of Study** field, replacing the current program of study. A list of your Program of Studies are shown. One Program of Study must be your primary.

a. **Add:** Click the + next to **New Program of Study**

b. **Remove:** Click the – to the left of the Program of Study you wish to remove.

c. **Replace:** Click the x in the box of the Program of Study and search for a new Program of Study by using the drop down.

	*New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit
a	<input type="button" value="+"/>				
	<input type="button" value="x"/> Information Systems Major BSBA	<input checked="" type="checkbox"/>		Standard Suffolk Calendar	Information Systems and Operations Management
b	<input type="button" value="-"/>			Standard Suffolk Calendar	Information Systems and Operations Management
	<input type="button" value="x"/> Business Analytics and Information Systems Major BSBA	<input type="checkbox"/>		Standard Suffolk Calendar	Information Systems and Operations Management
	<input type="button" value="x"/> Marketing Product Innovation and Brand Minor	<input type="checkbox"/>	<input type="button" value="x"/> Business Analytics and Information Systems Major BSBA	Standard Suffolk Calendar	Marketing
c	<input type="button" value="x"/> Business Analytics and Information Systems Business Analytics Concentration	<input type="checkbox"/>	<input type="button" value="x"/> Business Analytics and Information Systems Major BSBA	Standard Suffolk Calendar	Information Systems and Operations Management

d. Select the **Reason** for the change.

e. The **Declare Date** will default to the current date. Change if applicable.

f. Click **Submit**.

d

e **Declare Date ***

enter your comment

f

APPROVAL WORKFLOW

The request will be routed to various groups including the Program Director Advisor, AU Chair, and University Registrar's Office for review.

1. To view the status of your request, go to **My Tasks > Archive**.
2. Select the **Change Program** event for the program you changed.
3. Review the **Overall Status** of the task.
4. Click the **Process** tab.

- a. The **Process History** grid tells you the detailed status of your request and the individual(s) approving the event.

View Event

Change Program - Chemistry Major BS - (2023 09 27): Ashley Student Biology/Undergraduate (BS) - 08/23/2021 - Active

09/27/2023 - In Progress: Multiple Parties

For Ashley Student Biology/Undergraduate (BS) - 08/23/2021 - Active

Overall Process Change Program - Chemistry Major BS - (2023 09 27): Ashley Student Biology/Undergraduate (BS) - 08/23/2021 - Active

Overall Status In Progress

Due Date 10/11/2023

Calendars In Use Consecutive Days (No Calendars Selected)

4 Process

a Process History 5 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons
Change Program of Study Event	Change Program of Study Event	Step Completed	09/27/2023 03:51:38 PM	10/11/2023	Ashley Student	1
Change Program of Study Event	Approval by AU Chair	Not Required		10/11/2023		0
Change Program of Study Event	Review Program of Study Record Change	Awaiting Action		09/29/2023	(Student Records Academic Programs)	3

5. If approved, you will see the update on the Overview of your Academics tab to **Successfully Completed**.

View Event

Change Program - Chemistry Major BS - (2023 09 27): Ashley Student Biology/Undergraduate (BS) - 08/23/2021 - Active

09/27/2023 - In Progress: Multiple Parties

For Ashley Student Biology/Undergraduate (BS) - 08/23/2021 - Active

Overall Process Change Program - Chemistry Major BS - (2023 09 27): Ashley Student Biology/Undergraduate (BS) - 08/23/2021 - Active

Overall Status Successfully Completed

Due Date 10/11/2023

Calendars In Use Consecutive Days (No Calendars Selected)

6. If your request is denied, you will receive a notification. Click the the link to see more details.

Add Program - Business Economics Major BSBA

You request to add program of study has been denied.

Details Change Program - Chemistry Major BS - (2023 09 27): Ashley Student Biology/Undergraduate (BS) - 08/23/2021 - Active

7. Click the **Process** tab to view the **Process**, **Status**, and **Comment**.

7 **Process**

Process	Status	Comment
Add Program of Study Event	Denied	Pending additional information