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

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

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.

   d. **Select the Reason** for the change.
   
   e. The Declare Date will default to the current date. Change if applicable.
   
   f. **Click Submit**.
CHANGE PROGRAM OF STUDY

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

<table>
<thead>
<tr>
<th>View Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Program - Chemistry Major BS - (2023 09 27): Ashley Student Biology/Undergraduate (BS) - 08/23/2021 - Active</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Process</th>
<th>Change Program - Chemistry Major BS - (2023 09 27): Ashley Student Biology/Undergraduate (BS) - 08/23/2021 - Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Status</td>
<td>Successfully Completed</td>
</tr>
<tr>
<td>Due Date</td>
<td>10/11/2023</td>
</tr>
<tr>
<td>Calendars In Use</td>
<td>Consecutive Days (No Calendars Selected)</td>
</tr>
</tbody>
</table>

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

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