**Description:** This quick guide tells you how to make changes or additions to an existing academic plan.

Applies to: Students
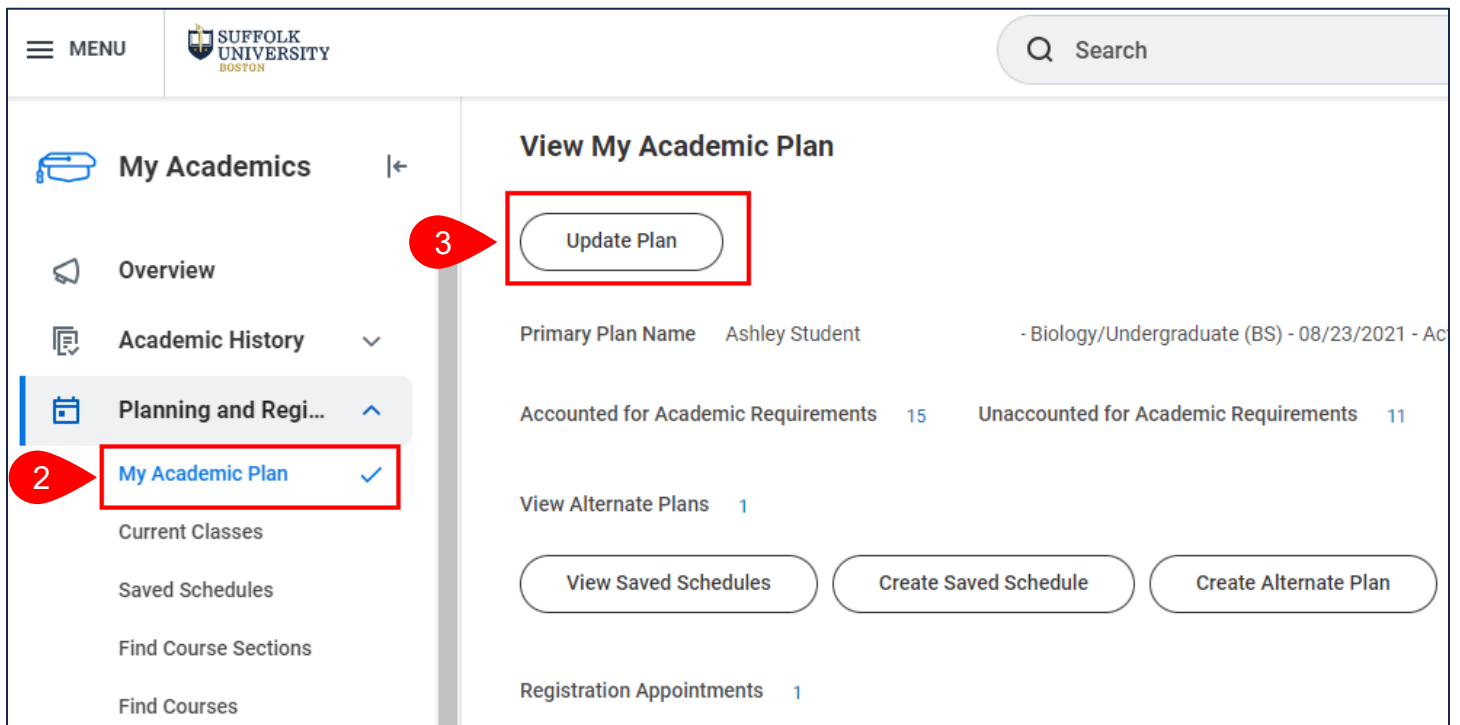
UPDATE AN ACADEMIC PLAN

The **Academic Plan** is a recommended tool to assist you in planning out your path toward completion of your selected program(s) of study. The Academic Plan can be edited by you or by your advisor at any time.

1. From your Workday home page, open the **Academics Hub** fom the Global Navigation Menu at the top left of your screen or select from Your Top Apps.
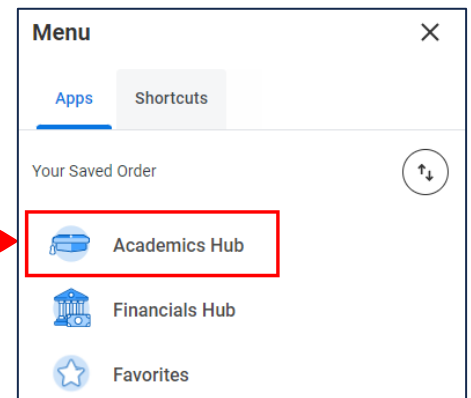
2. Under Planning and Registration, select **My Academic Plan**.

3. In the View My Academic Plan section, select **Update Plan.**

workday. student | SUFFOLK UNIVERSITY BOSTON
...*Transforming the educational journey.*

4. On the **Edit Academic Plan** page, you may make the following updates as needed:

   a. Enter a new **Primary Plan Name** if you want a new version of the plan.

   b. Use the **Add Row** and **Remove Row** icons to add or remove rows from the plan.

   c. Update the **Academic Requirements** you intend to work toward during the Academic Period. All remaining Academic Requirements within the Program(s) of Study will appear on the lefthand side of the screen. **Drag and Drop** requirements to the grid.

   d. Update the **Course** you intend to take associated with the Academic Requirement. All courses that could fulfill the Academic Requirement will appear in the drop-down list.

   e. The **Units** column indicates the number of credits assigned to the course.

   f. The **Status** column indicates if you are eligible to enroll in the course, is currently enrolled in the course, has already taken and passed the course, or are not eligible to enroll.

      i. Once the Academic Plan is saved, the most up to date eligibility will populate the **Status** column.

5. To add additional Academic Years, click the **Add Year** button. If Academic Years need to be removed from the plan, click **Remove Year.**

6. To add additional Academic Periods, click the **Add Period** button.

7. To remove academic periods from the plan, click **Remove Period**.

> **Note**: You may choose to only select an Academic Requirement without selecting a course OR select a course without tying it to an Academic Requirement.

> **Note:** Once a prior year has been removed it cannot be added back into the plan.

2023-2024 Academic Year ✕ **2024-2025 Academic Year** ✕ **2025-2026** **5** ✕ ➕

6 **Add Period**

Fall 2025 1 Items (0 units)

➕	Academic Requirement	Course	Units	Status
—	✕ Total Minimum Credits = 126 ☰	☰	0	Eligible to Enroll

7 **Remove Period**

> **Note**: While selecting courses for the plan, an **Alert** may appear. For future semesters you will need to verify if there are course offerings available for the course selected.

Alert

1. **Course (Row 4 Column 5)**

   You have planned to take a Course during an Academic Period in which it is not typically offered. Select another Course for this Academic Period.

---

8. Once the academic plan is updated, click **OK**.