REMOVE PROGRAM OF STUDY

Remove Program of Study

Description: This quick guide shows how to remove a secondary program of study and replace your primary program of study.

Applies to: Students

REMOVE A SECONDARY PROGRAM OF STUDY

Use the Remove Program of Study task to remove a secondary program of study. All students must have one primary program of study, such as a major. The primary program of study cannot be removed without adding a new primary program of study or designating an existing program of study as primary first.

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 to see the Overview tab.

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.
REMOVAL PROGRAM OF STUDY

4. Click **Request** next to the Program of Study you would like to remove, then select **Remove Program of Study Record**.

<table>
<thead>
<tr>
<th>Program of Study</th>
<th>Bundled Programs of Study</th>
<th>Declare Date</th>
<th>Expected Completion</th>
<th>Status</th>
<th>Primary</th>
<th>Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philosophy Politics and Economics Major BS</td>
<td></td>
<td>08/24/2020</td>
<td>05/12/2024</td>
<td>In Progress</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Crime and Justice Minor</td>
<td></td>
<td>04/04/2023</td>
<td>05/12/2024</td>
<td>In Progress</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

5. Select the **Program of Study** to remove.
   a. Enter the **Removal Date**.
   b. Select the **Confirm** checkbox.
   c. Click **Submit**.

REPLACE A PRIMARY PROGRAM OF STUDY

Since you must always have one primary program of study, you are unable to remove the primary program of study without replacing it with a new primary program of study.

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 to see the **Overview** tab.

4. Click **Request** in the Educational Objective table, then select **Change Program of Study Record**.

5. In the **Change Programs of Study** grid, replace the current primary program of study with the new program of study:
   a. Uncheck the **Is Primary** checkbox on your current program of study.
   b. Check the **Is Primary** checkbox next to your new primary program of study.
   c. Update the **Expected Completion Date** if needed.
   d. If a secondary program is **Bundled With** the removed primary program, update to the new primary program.
   e. The **Declare Date** defaults to the current date. Change if applicable.
   f. Click **Submit**.
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 Remove 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.