

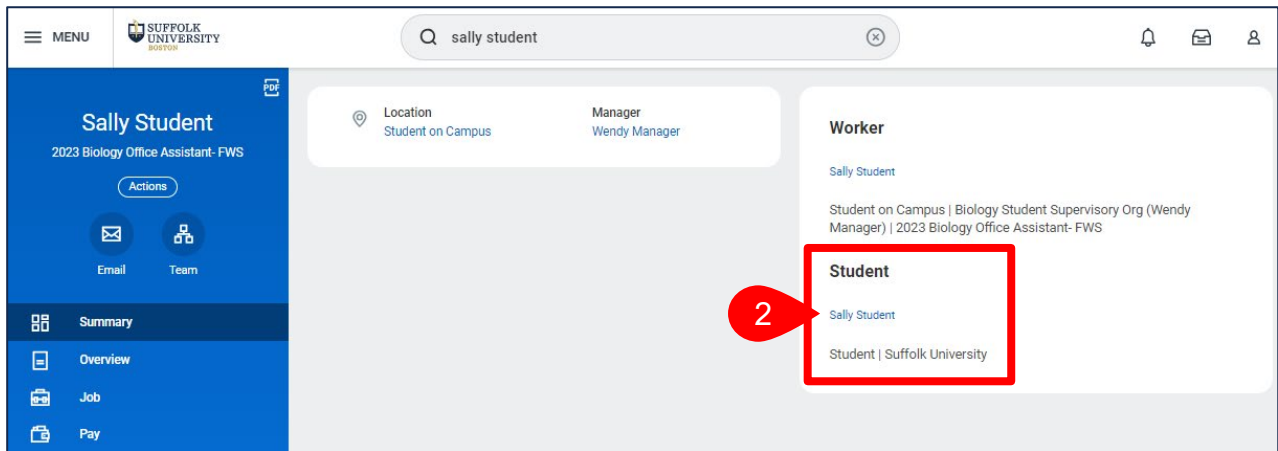
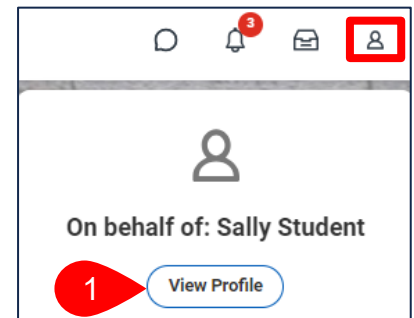
**Description:** This quick guide shows how to remove a secondary program of study and replace your primary program of study.

**Applies to:** Students

## REMOVE A SECONDARY PROGRAM OF STUDY

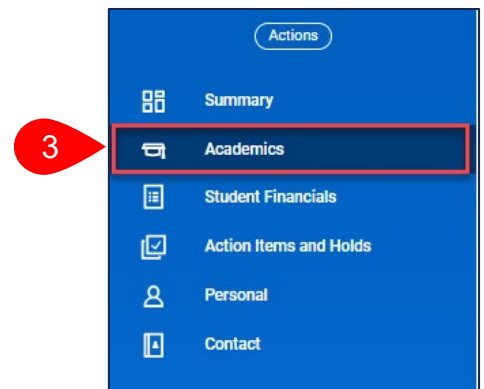
Use the **Remove Program of Study** task to remove a secondary program of study. All students must have one primary program of study, such as a major. The primary program of study cannot be removed without adding a new primary program of study or designating an existing program of study as primary first.

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.



**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** next to the Program of Study you would like to remove, then select **Remove 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	<button>Request</button>
	Crime and Justice Minor	04/04/2023	05/12/2024	In Progress	No	<button>Request</button>

[Add Program of Study](#)

**4** Change Program of Study Record  
Remove Program of Study for Student

5. Select the **Program of Study** to remove.

- Enter the **Removal Date**.
- Select the **Confirm** checkbox.
- Click **Submit**.

Select	Program of Study	Is Primary	Bundled With
<input type="checkbox"/>	Psychology Major BS	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Marketing Minor	<input type="checkbox"/>	Psychology Major BS

**5**

**a** Removal Date \* 09/12/2023

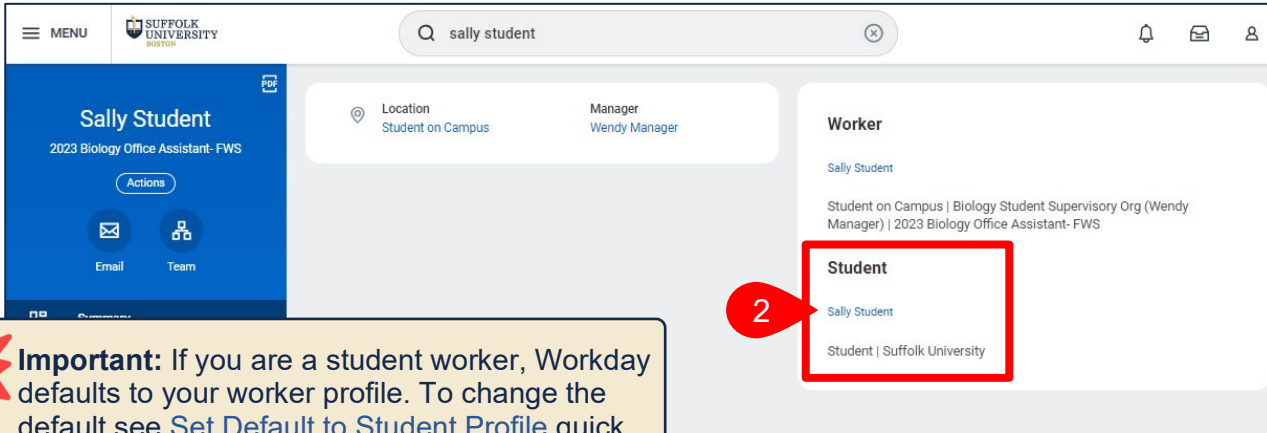
Removal Reason

**b** Confirm \*

## 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.

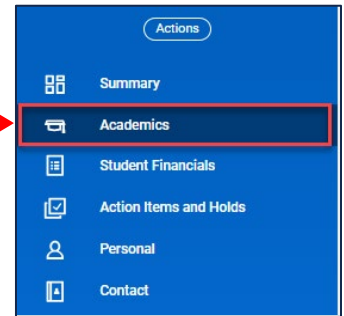
- Navigate to your Student Profile. Click the profile icon in the top right corner of your Workday home page and click **View Profile**.
- Click your name under "Student" to get to your **Student Profile** if you are a student worker.



The screenshot shows the Workday Student Profile page for Sally Student. The page includes a header with the menu, user name, and search bar. The main content area displays the student's location (Student on Campus), manager (Wendy Manager), and worker information (Sally Student, Student on Campus | Biology Student Supervisory Org (Wendy Manager) | 2023 Biology Office Assistant-FWS). A red box highlights the "Student" section, which lists Sally Student as a Student at Suffolk University. A red callout bubble with the number "2" points to this section.

**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**.

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	Request
	Crime and Justice Minor	04/04/2023	05/12/2024	In Progress	No	Request

**Change Program of Study Record**

Remove Program of Study for Student

5. In the **Change Programs of Study** grid, replace the currently primary program of study with the new program of study

- Uncheck the **Is Primary** checkbox on your current program of study.
- Check the **Is Primary** checkbox next to your new primary program of study.
- Update the **Expected Completion Date** if needed.
- If a secondary program is **Bundled With** the removed primary program, update to the new primary program.
- The **Declare Date** defaults to the current date. Change if applicable.
- Click **Submit**.

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	Expected Completion Date
Management Major BSBA	<input checked="" type="checkbox"/>		Standard Suffolk Calendar	Management Studies	Undergraduate	BSBA - Bachelor of Science in Business Administration	08/23/2021	08/24/2025
Business Law Minor	<input type="checkbox"/>	Management Major BSBA	Standard Suffolk Calendar	Business Law and Ethics	Undergraduate		08/23/2021	08/24/2025

Change Programs of Study 2 Items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Expected Completion Date
Global Business Major BSBA	<input checked="" type="checkbox"/>		Standard Suffolk Calendar	Strategy and International Business	Undergraduate	BSBA - Bachelor of Science in Business Administration	08/24/2025
Business Law Minor	<input type="checkbox"/>	Management Major BSBA	Standard Suffolk Calendar	Business Law and Ethics	Undergraduate		08/24/2025

Reason

Declare Date \* 09/24/2023

**Submit** **Cancel**

## 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.

**Remove Program: Cate Student Management** 11/20/2023

**Studies/Undergraduate (BSBA) - 08/27/2018 - Active (Advertising Major BS)**

Due: 12/04/2023

**View Event**

Remove Program: Brianna Student - Sociology and Criminal Justice/Undergraduate (BS) - 08/24/2020 - Active (Forensic Science Minor) ...

09/27/2023 - In Progress: Multiple Parties

For **Brianna Student** - Sociology and Criminal Justice/Undergraduate (BS) - 08/24/2020 - Active

Overall Process **Remove Program: Brianna Student** - Sociology and Criminal Justice/Undergraduate (BS) - 08/24/2020 - Active (Forensic Science Minor)

**Overall Status** In Progress

Due Date 10/11/2023

Calendars In Use Consecutive Days (No Calendars Selected)

**4** Process

**a** **Process History** 6 items

Process	Step	Status	Completed On	Due Date	Person (Up to 3)
<a href="#">Remove Program of Study Event</a>	Remove Program of Study Event	Step Completed	09/27/2023 08:46:10 PM	10/11/2023	
<a href="#">Remove Program of Study Event</a>	Approval by Program Director Advisor	Not Required		10/11/2023	
<a href="#">Remove Program of Study Event</a>	Approval by AU Chair	Not Required		10/11/2023	
<a href="#">Remove Program of Study Event</a>	Review Program of Study Record Remove	Awaiting Action		09/29/2023	Ashlee Records Aca