

**Description:** This quick guide demonstrates how to change a Program of Study for a student.

**Applies to:** Advisors; Faculty Advisors

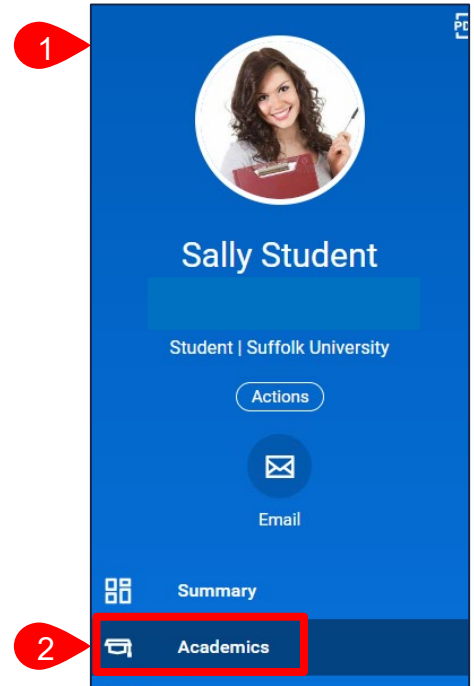
## CHANGE PROGRAM OF STUDY FOR ADVISEE

Use the Change Program of Study task to change a student's program of study from one to another. Students must have at least one program of study at all times.

1. Navigate to the student's profile.
2. Click the **Academics** tab.
3. Click **Request** to the right of the program of study to change.
4. Select **Change Program of Study Record**.



**Note:** If the student has just one program of study (which would be Primary) you will simply click **Request**. The Request button has drop-down options only if it is not the Primary Program of Study.



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

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

Add Program of Study

5. Select the new program of study in the **New Program of Study** field, replacing the current program of study.
  - a. Check the **Is Primary** checkbox if you are changing the student's primary program of study.
  - b. Update the Expected Completion Date if needed.
  - c. The **Declare Date** defaults to the current date. Change if applicable.

## 6. Click Submit.

Current Programs of Study								
Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	Expected Completion Date
Advertising Major BS	<input checked="" type="checkbox"/>		Standard Suffolk Calendar	Advertising Public Relations and Social Media	Undergraduate	BS - Bachelor of Science	08/28/2023	05/11/2027

Change Programs of Study 1 Item								
+	New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	* Expected Completion Date
<input checked="" type="checkbox"/>	English Major BA	<input checked="" type="checkbox"/>		Standard Suffolk Calendar	English	Undergraduate	BA - Bachelor of Arts	05/11/2027

Reason:

Declare Date \* 09/18/2023

Submit Cancel

## APPROVAL WORKFLOW

The request is routed to various groups for approval based on level and program including Program Director Advisor, AU Chair, and Student Records.

To view the status of your request, go to **My Tasks > Archive**.

1. Select the **Change Program** event for the student you added a program for.
2. Review the **Overall Status** of the task.
3. 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

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

**Overall Status In Progress**

Due Date 10/11/2023

Calendars In Use Consecutive Days (No Calendars Selected)

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	Hazel Professor	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