

Evaluate Another Program of Study

This quick reference guide (QRG) provides instructions on how to evaluate another program of study, also known as your major, in Workday. You would do this if you are thinking about changing your program of study and would like to know your progress towards the new program with your current completed coursework.

To evaluate another program of study, complete the following steps.

EVALUATE ANOTHER PROGRAM OF STUDY

From the Workday Home page:

1. Type **Evaluate Academic Requirements** in the search bar. Select the top task that populates. The *Evaluate Academic Requirements* screen displays.
2. Click the **X** icon beside your current Program of Study.

Evaluate Programs of Study 4 items		
	*Program of Study	Is Primary
+		
-	X Criminology Bachelor of Arts ...	☒

3. Type the **Program of Study** you would like to evaluate into the empty field and select the correct program from the dropdown list.
4. Check the **Is Primary** box next to the selected program of study.

Evaluate Programs of Study 1 item		
	*Program of Study	Is Primary
+		
-	X Biology Bachelor of Science ...	☒

5. Click **OK**.
6. Click **Done**.



Note: Sometimes Workday will immediately display the link noted in step seven. You must click **Done** before clicking the link, or the report may not open correctly.

7. Click the link that populates in the upper right-hand corner. It will state: "Your job has finished".

[Biology Bachelor of Science - Primary \(07/13/2026\) for Callem Hogs - testing - \(300123458\)](#)
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Your job has finished.

8. Review the report. If you'd like to save the report for later, click the Excel or PDF button in the top right corner of the screen. You can then save the report to your device to refer to in the future.



9. Click **Done**.