Evaluate Academic Requirements

This quick reference guide (QRG) provides instructions on how to evaluate a student's academic requirements when they want to switch to a different Program of Study in Workday. This process is commonly known as a "what-if" report, as it will evaluate the student's current credits in the context of a new Program of Study.

Complete the following steps to evaluate a student's academic requirements for a new Program of Study.

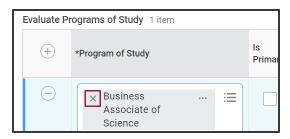
EVALUATE ACADEMIC REQUIREMENTS

From the Workday Home page:

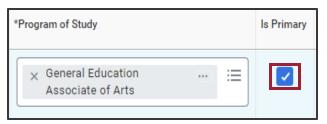
1. Type and select 'Evaluate Academic Requirements for Student' in the search bar.

The Evaluate Academic Requirements for Student screen displays.

- Enter the student's name in the Student field.
- 3. Click **OK**.
- 4. Click the X icon beside the Program of Study to remove the student's current program.



- 5. Select the new **Program of Study** to evaluate from the dropdown list.
- 6. Check the **Is Primary** checkbox for the student's desired Program of Study.

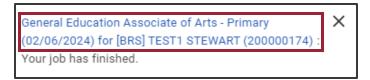


- 7. Click **OK** to run the report.
- 8. Click Done.



Note: You must click **Done** before taking the next step of the process, or the report will not open.

9. Click the link in the upper right-hand corner that notes 'Your job has finished'.



- 10. Review the report.
- 11. Click Done.

