Program Change/Declaration – Approve/Reject Specialization (Faculty/Staff)

Location(s):
   myNKU

Purpose: Perform this procedure when you need to approve or reject a submitted Program Change/Declaration request. Only the department chair, directors of college advising centers, or other assigned faculty and staff will have this access.

1. Log into myNKU
2. Click Universal Worklist

3. Click on the hyperlink (the underlined part) for the Program Change/Declaration

4. Request details will be reflected for review; student information at the top and program information towards the bottom

5. Click Approve to have the request sent to the next approving college/department, or the Office of the Registrar

    Approve

    a. Once approved, you may close the window

6. Click Reject if the request is not approved

    Reject

    a. A text box will appear for a Rejection Reason to be entered. **Whatever information is typed in the text box will be included in the rejection notification sent to the student's NKU email account.**

    b. After a reason is entered, click OK

    Rejection Reason

    OK
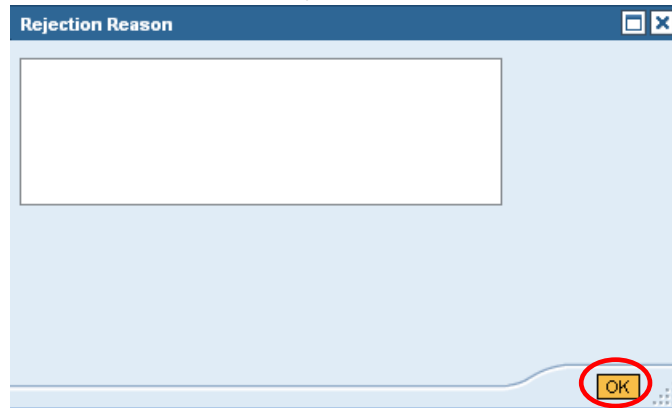
    c. The window will close and the notification will be sent; the rejection of the request is now complete