

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

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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

Subject		
<a href="#">Program Change/Declaration Approval for [redacted]</a>	<input type="checkbox"/>	
<a href="#">Program Change/Declaration Approval for [redacted]</a>	<input type="checkbox"/>	

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

**Request Details**

Student Information {

Student Name: [redacted]

Student Number: [redacted]

Student Email: [redacted]

Initiated by: [redacted]

The above student is requesting approval for a Program Change/Declaration into one of your programs. The student has been advised to meet with an advisor before their program will be updated.

Please approve or reject request and give reason for rejection.

Program Information {

Current Program:  
BS in College of Arts & Sciences Engineering Pre-Majo

Requested Program:  
BS in College of Arts & Sciences Physics Major BS

Processed By:

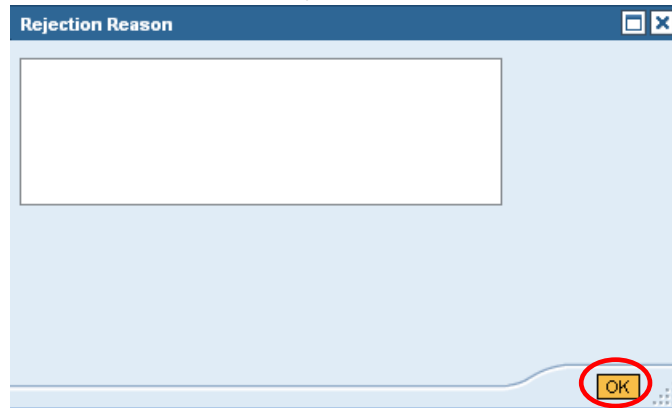
5. Click Approve to have the request sent to the next approving college/department, or the Office of the Registrar

**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



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