Program Change/Declaration – Cancel a Submitted Request (Faculty/Staff)

**Location(s):**
> **myNKU**

1. Log into myNKU
2. Click on Academic Advising tab, pull up student record
3. Use the You Can Also dropdown and select Program Change/Declaration
4. Click on Previously Submitted Requests

   Previously Submitted Requests

5. A dialogue box will reflect all requests that have been submitted by the student, or by a department chair or designated staff on behalf of the student
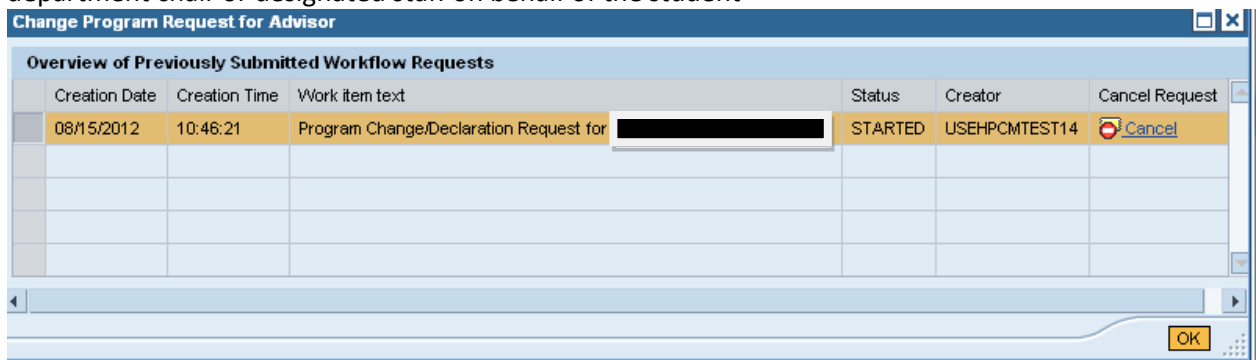
6. To stop a Change of Major/Declaration workflow with a status of STARTED, click Cancel and then OK
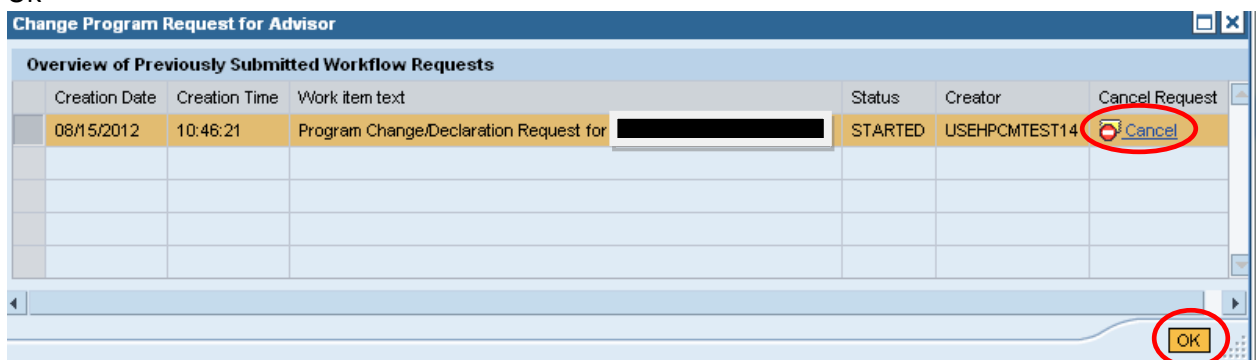
   Note: If the status column states that a request is COMPLETED, the request has been completely processed and no Cancel link will appear; once a request is cancelled successfully, a status of CANCELLED will display.