Program Change/Declaration – Delete Specialization (Faculty/Staff)

Location(s):
myNKU

Purpose: Perform this procedure when you need to remove a specialization (major, minor, focus, and certificate/certification) on behalf of a student. This electronic procedure is available to undergraduate degree seeking students. Non-degree seeking, graduate, and law students must complete a new application for admission to the program of their choice, which must be reviewed and approved by the Office of Undergraduate Admission or the new graduate or law program.

1. Log into myNKU
2. Click Academic Advising tab
3. Enter in student name, student number, or username and click Go
4. From the You Can Also dropdown, select Program Change/Declaration Request
5. Click relevant Delete button(s)
6. After deleting the specialization(s), click Next
7. Review requested changes

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<th>Program</th>
<th>Priority</th>
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Note: These screenshots are seen on the same screen. The first screenshot is on the left and the second screenshot with the deletions is on the right.

8. If edits are needed click Previous; if everything is accurate click Submit

9. After the request is submitted, an informational message stating the submission was successful will be shown

   Congratulations! You have successfully submitted a request to change your program of study.

   Additional information will be sent to your NKU email.

10. Student will receive an email stating the Program Change/Declaration workflow has started for deletion of the specialization(s).