Program Change/Declaration – Cancel a Submitted Request (Student)
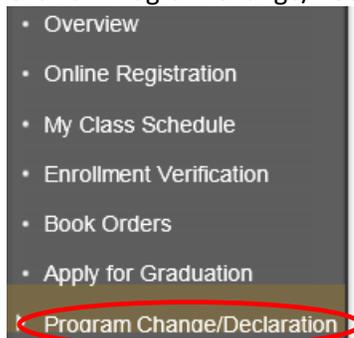
Location(s):
 myNKU

 Purpose: Perform this procedure when you want to review previously submitted Program Change/Declaration requests or the cancel a submitted Program Change/Declaration request.
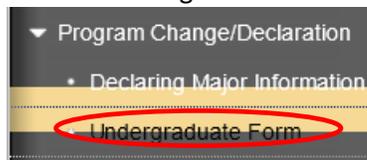
1. Log into myNKU
2. Click on the Academics sub-tab

3. Click on Program Change/Declaration on the left-hand side

4. Click on Undergraduate Form

5. Click on Undergraduate Program Change/Declaration form

Undergraduate Program Change/Declaration

Before you begin the process to change your major, please note the following:

- If your current program is non-degree you must change your status to degree seeking through the application for admission process.
- If you are undeclared you must successfully remediate your restrictions. For more information please contact your advisor in the **Academic Advising Resource Center** at (859) 572-6900.

Instructions for the Program Change/Declaration forms:

- **CURRENT STUDENTS** must meet the change of major criteria as outlined at http://nkuonline.nku.edu/undergraduate/catalog.html. Once the criteria are met, they may submit a request for a change of major online through myNKU.
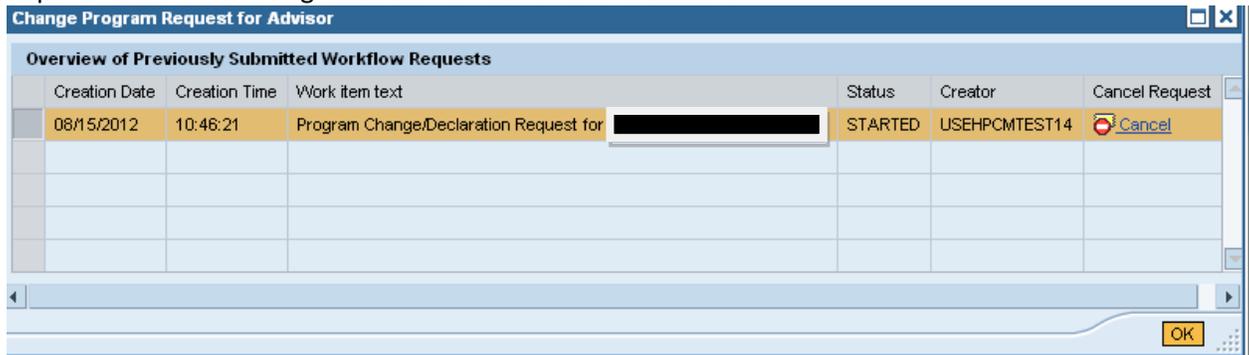
 Complete the electronic Undergraduate Program Change/Declaration Form to submit your request through myNKU.

- Once submitted, the request must be approved by the department of the requested major in order to verify that the proposed program satisfies all major requirements and conforms to anticipated departmental course offerings.
- **NEWLY ADMITTED STUDENTS** who have not yet registered for classes and would like to change the major selected on the application for admission may request the change by contacting the Office of Admission at 859-572-5556.

6. To view previously submitted program change/declaration requests, click on Previously Submitted Requests

Previously Submitted Requests

7. 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

Change Program Request for Advisor

Overview of Previously Submitted Workflow Requests

	Creation Date	Creation Time	Work item text		Status	Creator	Cancel Request
	08/15/2012	10:46:21	Program Change/Declaration Request for ████████		STARTED	USEHPCMTEST14	⊘ Cancel

OK

8. To stop a Change of Major/Declaration workflow with a status of STARTED, click Cancel and then OK

Change Program Request for Advisor

Overview of Previously Submitted Workflow Requests

	Creation Date	Creation Time	Work item text		Status	Creator	Cancel Request
	08/15/2012	10:46:21	Program Change/Declaration Request for ████████		STARTED	USEHPCMTEST14	⊘ Cancel

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.