Program Change/Declaration – Delete Specialization (Student)

Location(s):
   myNKU

Purpose: Perform this procedure when you need to add, change, or remove a specialization (major, minor, focus, and certificate/certification). 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 on the Academics sub-tab

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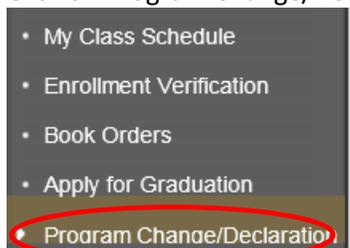
4. Click on Undergraduate Form

5. Click on Undergraduate Program Change/Declaration form

6. Click relevant Delete button

7. After deleting specialization(s), click Next

8. Review request

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.

9. If edits are needed click Previous; if everything is accurate click Submit
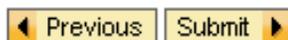
10. After the request is submitted, an informational message stating the submission was successful will be shown

11. Student will receive an email stating the Program Change/Declaration workflow has started to delete a specialization(s).

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

| Previously Submitted Requests |

13. 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

14. 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.