

Program Change/Declaration – Delete Specialization (Student)

Location(s):

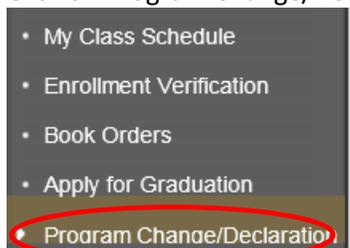
myNKU

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
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.

6. Click relevant Delete button

Program		Major			Priority	
BS-INF	BS in College of Informatics	Business Informatics Major	Undergraduate Major	MAJ	1	
BS-BN	BS in College of Business	Accounting Major	Undergraduate Major	MAJ	1	

Minors + Add Minor

Program		Minors			Priority	
BS-BN	BS in College of Business	Business Administration Minor	Undergraduate Minor	MIN	1	

7. After deleting specialization(s), click Next

Majors + Add Major

Program		Major			Priority	
BS-BN	BS in College of Business	Accounting Major	Undergraduate Major	MAJ	1	

Minors + Add Minor

Program		Minors			Priority	
BS-BN	BS in College of Business	Business Administration Minor	Undergraduate Minor	MIN	1	

Concentrations + Add Concentration

Program		Concentration			Priority
The table does not contain any data					

Certificate/Certifications + Add Certificate/Certification

Program		Certificate/Certification			Priority
The table does not contain any data					

◀ Previous
Next ▶
Previously Submitted Requests

8. Review request

Overview of Programs Before Changes

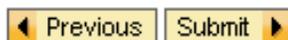
Program					Priority
BS-INF	BS in College of Informatics	Business Informatics Major	MAJ	Undergraduate Major	1
BS-BN	BS in College of Business	Accounting Major	MAJ	Undergraduate Major	1
BS-BN	BS in College of Business	Business Administration Minor	MIN	Undergraduate Minor	1

Overview of Requested Program Change

Program					Priority
BS-BN	BS in College of Business	Accounting Major	Undergraduate Major	MAJ	1
BS-BN	BS in College of Business	Business Administration Minor	Undergraduate Minor	MIN	1

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

Congratulations! You have successfully submitted a request to change your program of study. Additional information will be sent to your NKU email.



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.