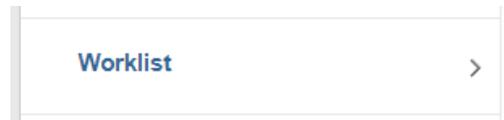


Degree Change Approval User Guide

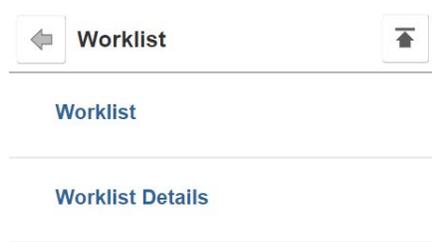
1. An email notification will alert designated staff members of a request to update a student's degree/plan information in PeopleSoft.
2. Log in to the PeopleSoft Student Information System task (PeopleSoft Classic) through [myPitt](#) and select the Navigator (NavBar) Icon in the upper right hand corner of the page:



3. Select Navigator , scroll and select **Worklist**



4. Select Worklist again



5. Click the link to view the Degree Change Request

From	Date From	Work Item	Worked By Activity	Priority		Mark Worked	Reassign
	04/28/2022	Approval Routing	Approval Workflow		Pitt DegreeChange J_SHABE 2022 PITT DEO_CHG_ID:000000000 000000000		

6. The student's application will already be in an Applied status for the program in which they're requesting a change. Please review the request from the student and make the appropriate changes to the student's record on the Student Program/Plan page.

If a student is requesting to add a credential to their record in another program in which they are not active, you may need to reach out to another school to admit the student so that it can be added to their record. You will need to contact the Registrar's Office at your campus to have the record set to applied if it has been added.

7. Select the **Approve** button *only after all the necessary changes have been made to the student's record*. This will route the request to the Registrar staff for review to ensure the student's request has been completed.

The screenshot displays the 'Degree Change App' interface. At the top, it shows 'Degree Change ID: 0000000003' and 'Approval Status: In Approval Process'. Below this, the 'Empl ID: Test 1, Student' is listed. The 'Program: UA-S' and 'Acad Career: UGRD' are also visible. The 'Degree: Minor' and 'Minor: Chemistry' are listed. The 'Student Change Request' section contains the text 'Missing Children's Literature Certificate'. At the bottom of this section, the 'Approve' button is circled in red, with a 'Deny' button next to it. Below these buttons is a 'Student Program/Plan' button. The bottom part of the screenshot shows a 'Groupbox' titled 'Stage 1' with a workflow diagram. The diagram shows a 'Pending' state with 'Multiple Approvers' and 'Degree Change by Acad Program' leading to a 'Not Routed' state with 'Multiple Approvers' and 'DC Registrar - PIT'.

8. Once the Registrar's Office approves the transaction, the student will receive an email notification that their request was approved.

9. Denying a Degree Change Request

If the Workflow Approver reviews the request and determines that the student's request should be denied, click the **Deny** Button. A message will appear asking the staff member to confirm the denied request.

The screenshot shows a 'Message' dialog box. The text inside reads: 'Deny (20000,18)' followed by the question 'Are you sure that you want to deny this change request?'. At the bottom of the dialog box, there are three buttons: 'Yes', 'No', and 'Cancel'.

Select **Yes** to terminate the workflow - you will be asked to provide a reason for Denying the Degree Change. Enter the reason in the **Deny Reason** field and click OK. A notification will be emailed to the student letting them know their request was denied. You may need to follow up with the student, as necessary.

DPR Deny Second Page

Deny Reason:

Degree Change App

Degree Change ID: 0000000005 Approval Status: Denied

Empl ID: Test 1,Student

Program: UA-S

Acad Career: UGRD

Degree: Minor
Minor: Chemistry

Student Change Request

Missing Children's Literature Certificate

Deny Reason: Missing classes to complete certificate

Groupbox

Stage 1

▼ **PITT_DEG_CHG_ID=0000000005:Denied**

Path 1 - PIT

Denied

Degree Change by Acad Program
04/28/22 - 3:37 PM

→ **Not Routed**

Multiple Approvers
DC Registrar - PIT