

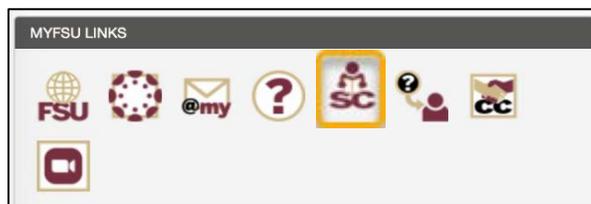
How to Check the Status of Undergraduate Program/Plan Change Request (Student)

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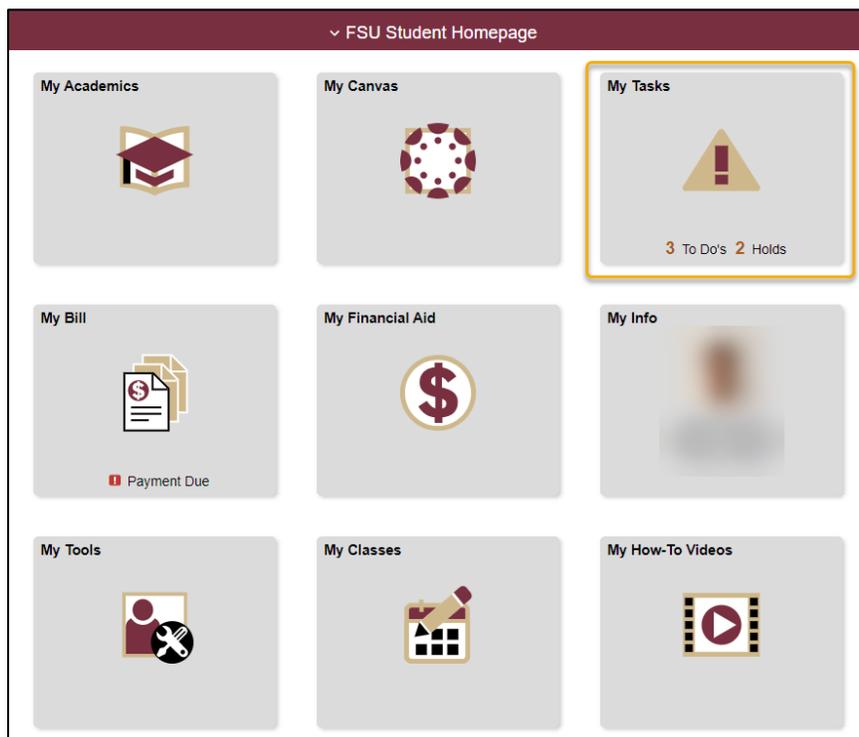
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Instructions for Checking the Status of a Form

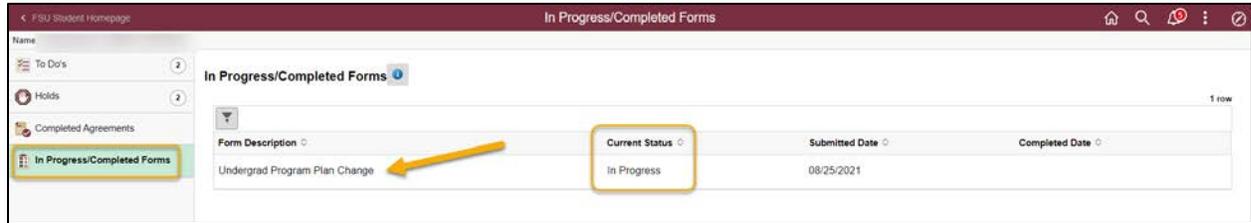
1. Log into **my.fsu.edu**. Click the **SC** icon in the upper left corner.



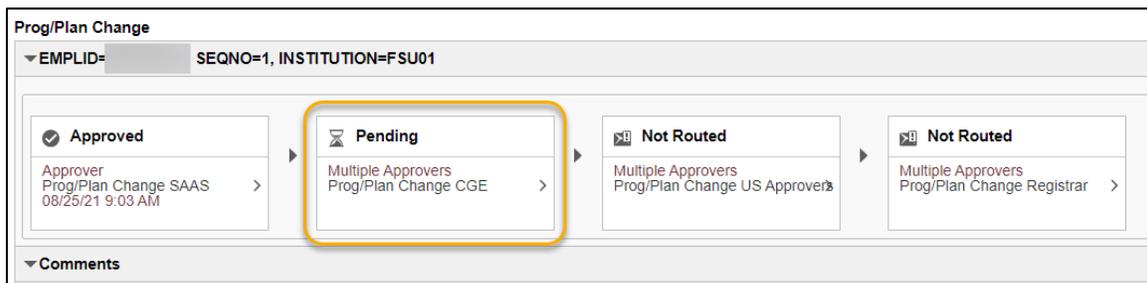
2. Click the **My Tasks** tile on the FSU Student Homepage in Student Central.



3. Click the link for **In Progress/Completed Forms**.
4. Locate **Undergrad Program/Plan Change**.



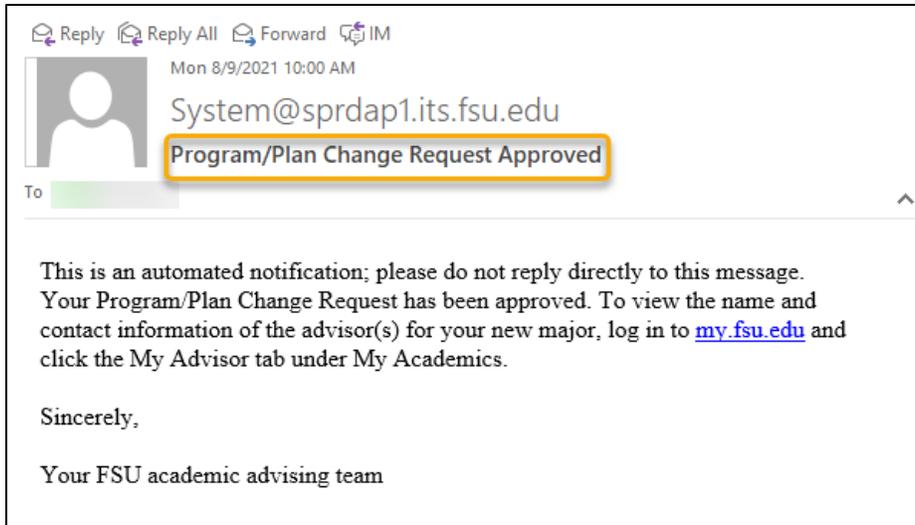
5. The **Current Status** column will display a high level overview of the form approval status.
 - **In Progress** means the form is still being reviewed by approver(s).
 - **Completed** means your form has been approved, denied or cancelled.
6. Click the form to view additional form status details and comments by reviewers. The **Prog/Plan Change** section at the bottom of the form will show the steps still pending approval. If the form is **In Progress**, the step with status of **Pending** indicates the approver with whom the form is currently under review.



Notifications Upon Final Decision

Students will receive a **generic email message** and a **Notification Alert within Student Central** upon final approval, denial, or cancelling of the form.

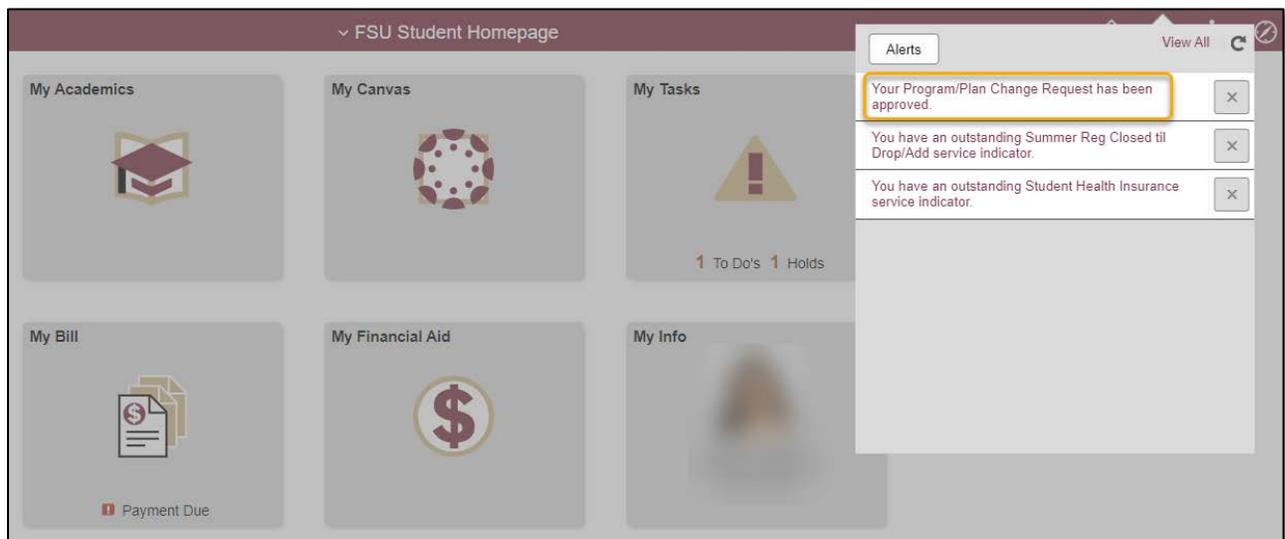
Emails are sent to the student's official campus email address and will inform them of the final action taken on their request.



A **Notification Alert** in the upper right corner of Student Central will also inform the student of the final action taken on their request.



Click the **Notification Alert icon** (bell) to view the final status of the request.



Instruction for Viewing Form Details after Final Decision

Students have two options to view details on the final action taken and comments left by a reviewer:

1. Click the **Notification Alert** from the **Notification Icon**.
2. Click on the **My Tasks** tile and the link for **In Progress/Completed Forms**. Locate **Undergrad Program Plan Change**.

Students may view any **comments** left by reviewer(s) on the action taken on the program/plan request. If the request was denied or cancelled, the comments box will indicate the reason for the denial or the cancellation.

The screenshot displays a web interface for a 'Prog/Plan Change' request. At the top, a 'Dean's Office Comments' box contains the text: 'Student has not completed MAC2311 with a C- or higher (Term 5 Mapping Milestone) required to be on track for the academic plan requested.' Below this, the 'Prog/Plan Change' section shows the status as 'Denied'. The 'Comments' section is expanded, showing an approval timestamp of 'Approver at 08/27/21 - 1:08 PM' and the text 'The request is submitted by' followed by a redacted name.

Dean's Office Comments	
Student has not completed MAC2311 with a C- or higher (Term 5 Mapping Milestone) required to be on track for the academic plan requested.	

Prog/Plan Change

▶ EMPLID= [REDACTED] SEQNO=1, INSTITUTION=FSU01 Denied

▼ Comments

Approver at 08/27/21 - 1:08 PM
The request is submitted by [REDACTED]