How to Review an Undergraduate Program/Plan Change

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Instructions for Reviewing a New UPPC Request

1. Log-in to my.fsu.edu and go to the Student Central Faculty/Staff Homepage.
2. You may access requests pending your review through Notification Alerts and the FSU AA
   Forms Admin page when you are a reviewer for the form in question.
3. Click the Notification Icon (bell) in the top right corner. A Notification Alert will appear
   each time a form has been routed to you to review.

4. Click the alert to review the program/plan change request or follow the directions below to
   access it from the Workflow folder.
5. To access requests through the FSU AA Forms Admin page, click the Academic Advising tile on the Faculty/Staff Homepage.

6. Click the link for FSU AA Forms Admin under the Workflow folder.

7. Use the filters icon in top left to search for forms that have Form Approval Status and Approval Step Status of Pending.
8. Click **Done** in the top right corner. A list of the students with requests pending your review will appear in the results.

9. Click on the form you want to review.

10. Review the **Directions** and **Student Information** on the form.

### Directions

1. Review the student’s information provided below.
2. Under the Academic Program/Plan Information, compare the student’s current program plan with the new one that has been requested.
3. At the bottom of the page, select if you want to approve the program(plan) change for the student or deny the request.

### Student Information

- **Total Hours Earned**: 16.000
- **Expected Grad Term**: 2021 Summer
- **Current Excess Credit Counter**: 79.00
- **Current Excess Credit Hours Threshold**: 132.00
- **FSU GPA (Cumulative Enrollment)**: 3.450
- **Overall GPA (Cumulative Combined)**: 3.450

- **FSU Email Address**: VXZZTEST@psinvaild.fsu.edu
11. Review the **Current Program/Plan** and compare it with the **Requested Program/Plan** that has been submitted by the advisor. The program/plan values that were requested by the advisor will display in red under **Requested Program/Plan**.

![Academic Program/Plan Information](image1)

12. Review any **Comments** submitted by the advisor, student or approvers for any previous steps.

13. Review the student’s academic record (i.e. Academic Requirements Report, transcript, etc.) to determine if they are academically eligible to change into the program/plan requested.

14. Review the action buttons available for your step in the workflow. Action buttons reflect the decision you want to make for the program/plan request. Different approval steps will have different action buttons available.

![Dean's Office Comments](image2)

**Hold Action**

1. Click **Hold** to hold the form for later review. While the form is held, no one else will be able to take action on it.

2. To release the hold so you or other reviewers may take action, navigate to the **FSU AA Forms Admin** page and use the to search for forms that have **Form Approval Status** of **Pending** and **Approval Step Status** of **On Hold**. Click **Done**.
3. From the list of forms, locate the form you want to release the hold from and click the **Release Hold** button on the far right.

![Release Hold button](image)

**Cancel and Deny Actions**

1. Certain approver steps have the option to **Deny** or **Cancel** the program/plan request.
   - Select **Deny** if, after reviewing the request and the student’s academic record, you determine the student is not academically eligible for the program/plan requested. Examples of when it may be appropriate to deny include: student does not meet Mapping Milestones or other admission criteria for the program/plan requested.
   - Select **Cancel** to terminate the request and close the workflow. Examples of when it may be appropriate to cancel include: (1) the student changes their mind and contacts you to cancel the request, or (2) you email the student for additional information on the request and they never respond.

2. If you are clicking **Deny** or **Cancel**, enter comments in the **Comments** box to inform the student of the reason for the cancellation or the denial. Please note that all comments are visible to students and should be clear and easy for them to understand.

3. Click **Deny** or **Cancel**. Once you have clicked either action, the workflow request is closed.

4. Upon clicking **Deny** or **Cancel** the student will be notified immediately via email and push notification message of the final decision. The email will instruct the student to access the form and to view the **Comments** box to see the reason for the denial or the cancellation.
This is an automated notification; please do not reply directly to this message.
After careful consideration, your Program/Plan Change Request has been denied. To review notes about the denial, log into your Student Central (SC) account at my.fsu.edu and look for the notification flag in the top right-hand corner of the screen.

If you still would like to find an alternative major, a list of majors offered at FSU is available on the Academic Program Guide. Contact information for advisors in all majors may be found on the Advisor Search page.

Sincerely,

Your FSU academic advising team
Approve Action

1. View the **Prog/Plan Change** information at the bottom of the form to see the routing steps the form will need to go to before final approval. If you are approving the request, verify if you are the final approver in the workflow.

![Prog/Plan Change Form](image)

If you are **not** the final approver in the workflow, click the **Approve** button. The request will route to the next approver for that office to review.

If you are **are** the final approver in the workflow, you are responsible for updating the student’s program/plan and map term/ status as requested. To associate the Map Term/Status with the new Program/Plan (regardless if the Map Term/Status values have changed), update Mapping information after the Program/Plan stack has been updated to capture the new program/Plan the Map Term/Status is associated with.

See the separate appendices for **Academic Program Change Instructions** and **Academic Program and Plan Change Instructions** for assistance in changing the program/plan. Click **Approve** after all updates have been made.

**Note:** The student will be notified via email and push notification message immediately after the final reviewer clicks the **Approve** button. To prevent confusion for the student, it is important that the student’s program/plan stack and map term/status are all updated in Student Central **before** the final reviewer clicks **Approve**.
This is an automated notification; please do not reply directly to this message. Your Program/Plan Change Request has been approved. To view the name and contact information of the advisor(s) for your new major, log in to my.fsu.edu and click the My Advisor tab under My Academics.

Sincerely,

Your FSU academic advising team
Instructions to View the Status of a UPPC Request that has been Routed to you for Review

1. In the FSU Faculty/Staff Homepage, click the Academic Advising tile.
2. Click the link for FSU AA Forms Admin under the Workflow folder.
3. Use the filters icon to search by the Student ID, Campus ID, or Name of the student. Leave the Form Approval Status and Approval Step Status fields as blank.
4. If the form is still in process, view the Prog/Plan Change area at the bottom to view at which step the form resides.
5. Click the Approver link if you need to see who the approvers are at that step of the workflow.

6. If a final decision has been made and the workflow completed, the Prog/Plan Change area will display the status of the form to the far right and collapse the approval routing path. You may expand by clicking the carrot.