



# pennant records

## Declare / Update Field of Study Workflow

The Declare / Update Field of Study Workflow utilizes BP Logix to enable students to initiate requests and then to automate routing of the request for review and approval by the appropriate department, advisor, and school. Final updates are made by OUR in Pennant once approvals have been completed. The steps below describe the participants and their roles in this workflow.

### 1. Student

Initiate process by submitting a request at [Path@Penn](#). Students will need to:

- Select their desired action:
  - Declare major/minor/concentration,
  - Change major/minor/concentration,
  - Add additional major/minor/concentration, or
  - Drop major/minor/concentration
- Select term when declaration becomes effective – must provide justification if declaring or updating for current term
- Click “Submit Form”

### 2. Departmental or Major Coordinator

Review and **Approve** or **Deny** request - view your pending forms in [BP Logix](#) task list or access through the link in the email alert. Denying request ends workflow, while approving passes to next step.

- Add advisor – required for the request to be approved, search for employee by name
- May attach documents (required by some programs)
- May add comment (may make not visible to student) – required if request is denied

### 3. Major Advisor

Review and **Approve** or **Deny** request - view your pending forms in [BP Logix](#) task list or access through the link in the email alert. Denying request ends workflow, while approving passes to next step.

- May also add comment (may make not visible to student), such as noting a concern about the expected graduation date; attach documents; or return form to Major Coordinator



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## 4. **School or Division Registrar**

Review and **Approve** or **Deny** request - view your pending forms in [BP Logix](#) task list or access through the link in the email alert. Denying request ends workflow, while approving passes to next step.

- Update Declaration Term if needed
- Update Expected Graduation Term if the change impacts graduation term
  - If a review of the student's degree progress is needed to determine if the Expected Graduation Term should be changed, use DegreeAudit at [Advising@Penn](mailto:Advising@Penn)
- May also add comment (may make not visible to student); attach documents; or return form to Major Coordinator or Major Advisor to correct issues

## 5. **OUR**

Mark Complete or Deny/Cancel – view through [BP Logix](#) task list

- May also add comment (may make not visible to student) or attach document
- Complete updates in Pennant when automation does not apply. See [Instructions for Maintaining Field of Study Data in Pennant](#).
- Mark “Data Entry Complete” on the workflow in [BP Logix](#) to resolve a workflow task. If the form requires additional processing, add a comment (not visible to student) to clarify the status and activities for other OUR staff who may review or process the request.

## **FAQS:**

What if I have a problem?

- [Submit a ticket](#) if you have a question or problem; for example, if the wrong options are available during the workflow or if you are receiving requests not related to your role, department, or school.

How do I change my BP Logix notifications?

- See [How to Change User Settings in BP Logix](#) for info on configuring your notification settings.

What happens if I deny a request?

- If you deny a request, the form will not be routed forward in workflow. It will “come to rest.” Administrators with access are able to retrieve and review denied requests.
- The student will receive a notification email that their request was denied.