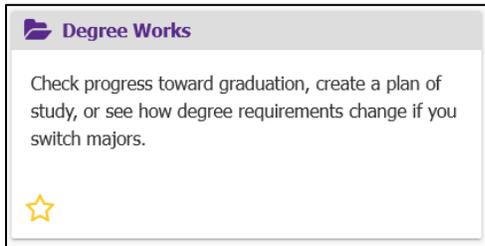


## How to see if a Change of Academic Program was submitted on my behalf

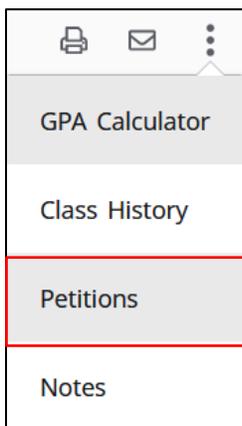
1. Log into Degree Works through Pirate Port.



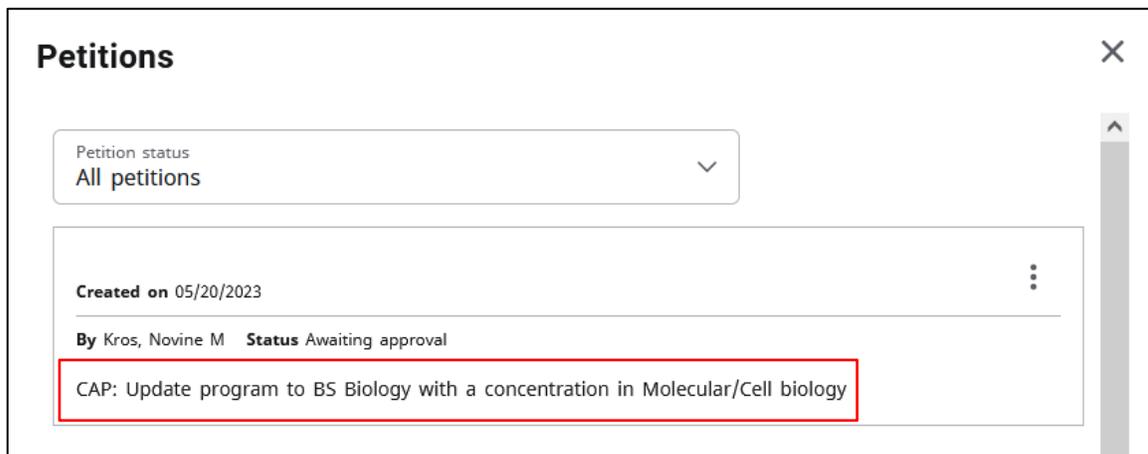
2. Your Degree Works Worksheet (aka your audit) will display.
3. Click on the More menu 



4. Select Petitions from the menu. Petitions are requests by an advisor or program director to request a course substitution.



5. The Petitions window displays. By default, the Petitions window displays all petitions submitted on your behalf, the person who submitted the petition, and its status.
6. Requests for Change of Academic Program will begin with CAP:



Petition Status:

- **Petitions awaiting approval** – A petition that has been submitted but has not yet been approved by the Office of the Registrar.
- **Petitions approved** – A Petition that has be approved by the Office of the Registrar but has not yet applied to the audit.
- **Petitions rejected** – A petition that has been rejected by the Office of the Registrar.
- **Petitions applied as exception** – A petition that has been applied to the audit as a substitution.

