

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:

etitions		×
Petition status V All petitions		^
Created on 05/20/2023	• • •	
By Kros, Novine M Status Awaiting approval		
CAP: Update program to BS Biology with a concentration in Molecular/Cell biology		

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.

Office of the Registrar \blacklozenge East Carolina University₀ \blacklozenge revised 5/20/2023