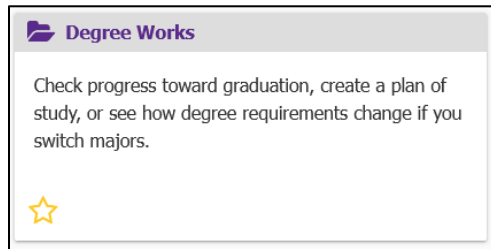


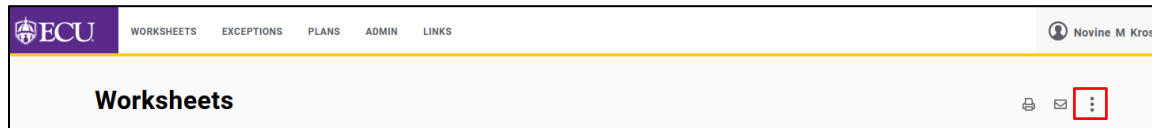
## How to see if a course substitution was submitted on my behalf

1. Log into Degree Works through Pirate Port.

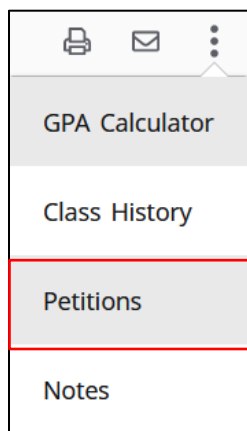


2. Your Degree Works Worksheet (aka your audit) will display.

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.

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 been 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.

The screenshot shows a window titled "Petitions" with a close button (X) in the top right corner. Below the title is a dropdown menu for "Petition status" currently set to "All petitions". Below this is a list of petitions. The first entry shows "Created on 06/07/2021" and a vertical ellipsis menu icon. A red rectangular box highlights the text "By Kayla Hale Status Applied as exception". Below this highlighted text is the description: "UG:BS:NURS major/cognates Substitution-- BIOL 2XXX for BIOL 2150/51 Satisfied by BIO169 - Anatomy and Physiology II Wlab - Pitt CC".