How to submit a Petition for a Substitution or Exception

1. Go to the student’s worksheet.
2. Select the audit you would like to add a petition for from the Degree Pull down menu.
3. Click the Process New button on the audit.
4. Click the three dots and then select Petitions.
5. Click the ADD A NEW PETITION button.
6. Add petition (see PETITION FORMATTING below) and click submit.

**Add a new petition**

**Petition Formatting**

**Please follow the below instructions when submitting your Petition**

1. Enter one request per petition.
2. Start petition with student level (PR, GR, UG), Degree (BA, BS, MA, PhD, CERT, etc.) and program (UNIV, COMM, ACCT, etc.). Example: UG:BSBA:ACCT
3. Include the block where the petition should apply (Gen Ed, Major, Minor, Conc, Cert, FORL, etc.). Example: UG:BSBA:ACCT - Gen Ed -
4. Explain the purpose of the petition (substitute, waive, adjust, apply, waive min grade, share, banner update, non-course completion etc.).
5. List the course (Subject and number) to be used and the course or requirement being replaced. Examples: UG:BFA:THEA - Gen Ed - Sub THEA 1010 for ENGL 3090; GR:MPH:Public Health - CONC - Apply HIMA 6060 as a CONC elective
   - Transfer Classes (XXXX only, not equivalent transfer courses) should include transfer course and institution in request. Example: UG:BS:HFS - Gen Ed - PSY150 from Wake Technical CC for PSYC 1000
   - Non-course completions must include the type of non-course that was completed (comp exam, portfolio, recitals, etc.) and the completion date.
6. If a student is graduating during the current term, include this information in the request.
7. If you need to submit supporting documentation for a request, please email it to DEGWRKS@ecu.edu. Please include the student’s name and Banner ID.

**PLEASE BE AS SPECIFIC AS POSSIBLE. TOO MUCH DETAIL IS BETTER THAN TOO LITTLE.**
Examples of Proper Petitions:

- UG:BSBA:ACCT – Gen Ed - Sub PHIL 1175 for PHIL 2275
- UG:BS:CMGT – Major - Waive 1 sh. Graduating F17
- UG:BA:ENGL – Major – Move ENGL 2830 from free electives, and place into the major (elective).
- UG:BS:HSM – Major – Sub MATH 2XXX (MATH221 - Statistics for Decision Making - DeVry University) for BIOS 1500
- UG:BS:POLS – Minor – Allow COMM 2410 to share with Concentration
- GR:MS:BIOL – Non-Course Completion – Student completed comp exam on 11/12/2017
- GR:MAEd: Health Ed – Previous Certificate Courses – Allow EDUC 6482 and HLTH 6100 taken for previous earned Cert to apply to MAEd requirements
- GR:MS:PHYS – NDG courses – Allow PHYS 5900 taken as NDG to apply to MS requirements

Petition Submission

Once a petition is reviewed by the Registrar’s Office, you will receive an email stating whether the petition was approved or rejected. Rejected petitions will normally be followed by an email or you can view the REJECT COMMENT in the petition request.

You can expect petitions to be processed within a few days. Immediately following commencement (during the graduation review process) the processing time may be up to two weeks.

Petition Status

To see all petitions and their status for a student, click the Petitions tab on the student’s Degree Works audit.

Once a petition has been submitted, you can view the petition status from the Petitions window
TIPS:

- Opening two Degree Works Window. One would have the worksheet while the other could have the Petition window
- Use a word document or sticky notes to compile a student’s petition(s) before clicking on the Petitions Tab