

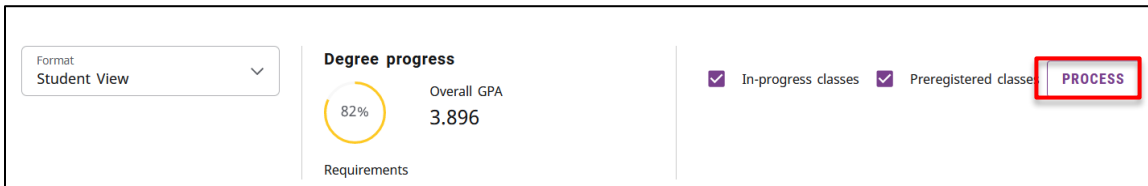
How to submit a Petition for a Substitution or Exception

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.



Degree
Bachelor of Arts

3. Click the Process New button on the audit



Format
Student View

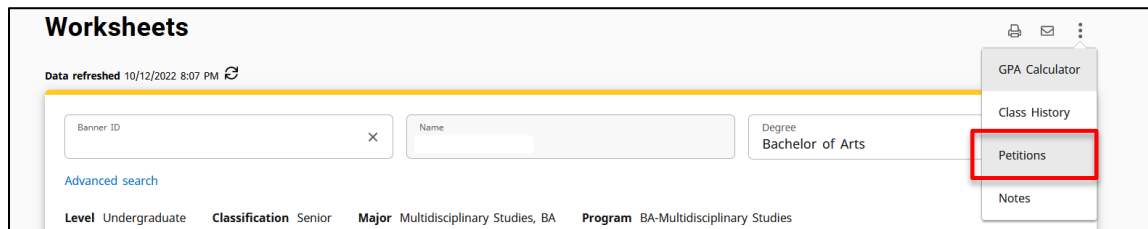
Degree progress

82% Overall GPA
3.896

Requirements

In-progress classes Preregistered classes **PROCESS**

4. Click the three dots and then select Petitions.



Worksheets

Data refreshed 10/12/2022 8:07 PM

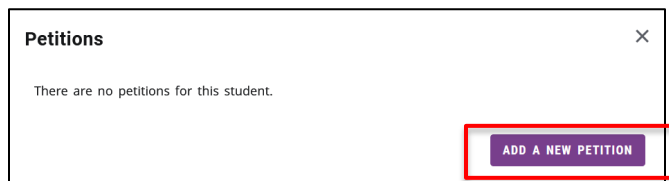
Banner ID x Name Degree
Bachelor of Arts

Advanced search

Level Undergraduate Classification Senior Major Multidisciplinary Studies, BA Program BA-Multidisciplinary Studies

GPA Calculator
Class History
Petitions
Notes

5. Click the ADD A NEW PETITION button.

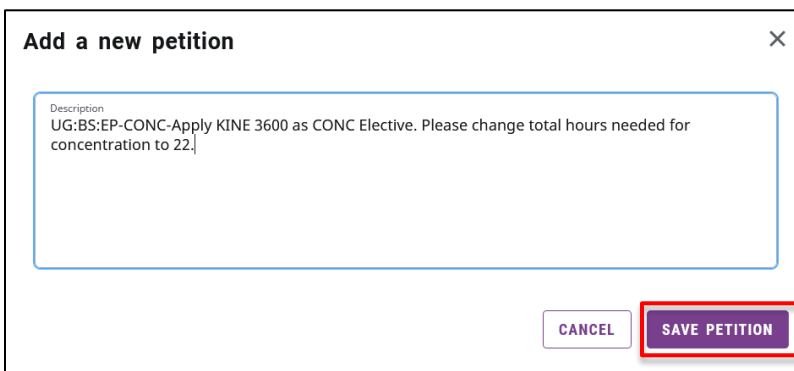


Petitions

There are no petitions for this student.

ADD A NEW PETITION

6. Add petition (see PETITION FORMATTING below) and click submit.



Add a new petition

Description
UG:BS:EP-CONC-Apply KINE 3600 as CONC Elective. Please change total hours needed for concentration to 22.

CANCEL **SAVE PETITION**

Petition Formatting

Please follow the below instructions when submitting your Petition

1. Enter one request per petition. You can include multiple courses in one petition if they are applying to the same requirement (Example: Sub BIOL 1100/01 for BIOL 1050/51).
2. Start petition with student level (PR, GR, UG), Degree (BA, BS, MA, PhD, CERT, etc.) and program (UNIV, COMM, ACCT, etc.).
 - Example: UG:BS:MRCH - Major: Sub MRCH 3885 for MRCH 3883
 - Example: GR:MPH:Public Health - Conc - Allow HIMA 6060 as a Conc elective
3. Include the block where the petition should apply (Gen Ed, Major, Minor, Conc, Cert, FORL, etc.).
 - Example: UG:BS:MRCH - Major: Sub MRCH 3885 for MRCH 3883
 - Example: GR:MPH:Public Health - Conc - Allow HIMA 6060 as a Conc elective
4. Explain the purpose of the petition (substitute, waive, adjust, apply, waive min grade, share, banner update, non-course completion etc.).
 - Example: UG:BS:MRCH - Major: Sub MRCH 3885 for MRCH 3883
 - Example: GR:MPH:Public Health - Conc - Allow HIMA 6060 as a Conc elective
5. List the course (Subject and number) to be used and the course or requirement being replaced.
 - Example: UG:BS:MRCH - Major: Sub MRCH 3885 for MRCH 3883
 - Example: GR:MPH:Public Health - Conc - Allow HIMA 6060 as a Conc elective
6. **Transfer Classes** (XXXX only, not equivalent transfer courses) should include transfer course and institution in request.
 - Example: UG:BS:HFS - Gen Ed – Substitute PSY150 from Wake Technical CC for PSYC 1000
 - Example: UG:BS:HSM – Major – Sub MATH 2XXX (MATH221 - Statistics for Decision Making - DeVry University) for BIOS 1500
7. **Change of Academic Program** – Please begin the request with CAP: level and major, followed by the details of the curriculum changes needed. **Please note** if the student is graduating in the current term.
 - Example: CAP: UG: ENGR: Please add the math minor
8. **Non-Course Completion** - must include the type of non-course that was completed (oral qualifying exams, comp exam, portfolio, recitals, etc.) and the completion date.
 - Example: GR: MLS: Lib Science - MAJOR - completed the portfolio requirements for the MLS degree, effective 5/4/23
9. **Non-Degree Courses** - Graduate School Only – Students are allowed up to 9 s.h. of non-degree courses to apply toward a degree plan. List non-degree courses the department has approved to apply toward the degree plan. If a student wants more than 9 hours of NDG coursework to apply towards a program, a Request for Excess Non-Degree Credit form must be completed and submitted to the Graduate School.
 - Example: GR:MS:PHYS – NDG courses – Allow PHYS 5900 taken as NDG to apply to MS requirements
10. **Previous Certificate Courses** - Graduate School Only - Credit earned while enrolled in a graduate certificate program may be transferred into a degree program with the approval of the department offering the degree program. List Certificate courses that have been approved to apply toward the degree plan.

- Example: GR:MAEd: Health Ed – **Previous Certificate Courses** – Allow EDUC 6482 and HLTH 6100 taken for previous earned Cert to apply to MAEd requirements

11. If a student is graduating during the current term, include this information in the request.

- Example: UG:BS:BIOL-Major-CHEM 3451 fulfills the Biol lab requirement. **Graduating May 2023**

12. 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.

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.

Systematic Issues (i.e. incorrect semester hours, course with min grade not met pulling into audit, incorrect course listed in audit, courses not sharing etc.) should not be submitted via the petition process. Please email DEGWRKS@ecu.edu to have programming corrected.

Course Re-Evaluations are not petitions. To have a course re-evaluated please use the Request for Reevaluation of Transfer Credit form located <http://www.ecu.edu/cs-acad/registrar/upload/Request-for-Reevaluation.pdf>

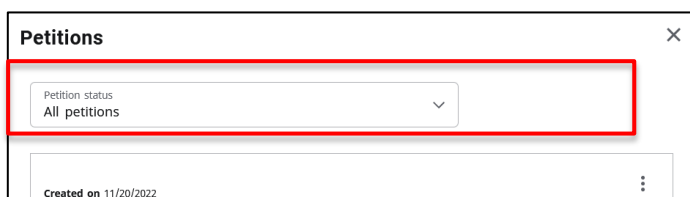
If a petition has been applied and you would like to amend it, please submit a new petition, and clearly explain how the petition should be processed.

To delete or correct a petition (that have not been processed), please email DEGWRKS@ecu.edu and ask to remove/correct the petition. Include the student Banner ID and name.

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