Change of Academic Program Petitions

- Advisor updates are done by the department and can be done for the current term. Please do not submit petitions for advisor updates.

- Petition for curricula changes should begin with CAP:

- Submit 1 petition for all changes. You do not need to submit separate petitions for multiple program changes.

- Include what needs to happen: Change, Add, remove, update, declare

- For all curricula changes – include the title of the curricula to be removed/added/updated. Do not simply put remove certificate, minor, etc.

- For adding/changing a program or certificate: UG Only - programs that have both an online and on campus delivery, if online is not designated the on campus program will be used. GR/PR students must complete the change of program or add certificate form found at https://gradschool.ecu.edu/forms/

- For adding/changing a program: UG Only - designate whether the major is Intended or Declared. If not designated the major will be added as Intended.

- For adding concentrations/minors: UG/GR/PR - Please note what number the curriculum is being added should be. Is it the first minor, the second minor, the second concentration, etc.

- Graduating Students - UG/GR/PR - Is student graduating in the current term? Include this information in the request. For graduating students updates must be made for the current term.

- Catalog updates: UG/GR/PR - When adding a new curriculum, a catalog update may also be required. Please make sure that the catalog the student is on is the same for the curriculum you are requesting.

  - For UG Students, if requesting a catalog update and the student is enrolled in multiple curriculum, such as multiple programs (ie, BS and BA, BS and CERTetc.) catalogs for ALL curriculum need to be updated.

EXAMPLES:

- CAP: Change to BSBA-Accounting, Accounting-Intended, Accounting concentration, Economics minor
- CAP: Change 1st major from Biology BA to Criminal Justice BS - Intended
- CAP: Remove 2nd minor PSYC.
• CAP: Update to declared HMGT and add Lodging Concentration
• CAP: Change student to 2023 catalog for Sports Studies and Communication majors
• CAP: Please declare student as child life major
• CAP: Changes student form on campus MBA to Online MBA