



Office of the Registrar

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 CERT etc.) 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 major from Management-Intended to Management-Declared.

- 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