Degree Works Petitions

Petitions Instructions:

1. Click the Process New button on the audit

2. Click the Petitions tab

3. Click Add Petition
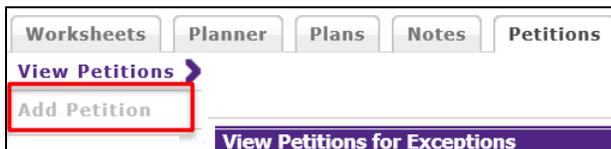
4. Add petition (see PETITION FORMATTING below) and click submit.
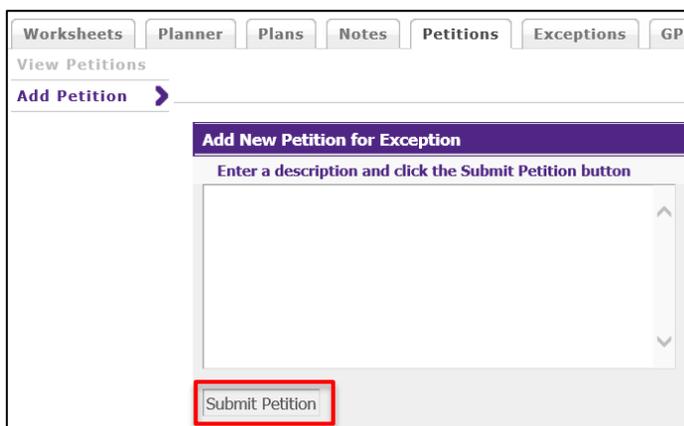
PETITION FORMATTING

1. **Enter one request per petition**
2. Start petitions with student level (PR, GR, UG), degree (BA, BS, MA, PhD, CERT) and program (UNIV, COMM, ACCT). **Example UG:BSBA:ACCT**
3. List requirements block to where the petition should apply (Gen Ed, Major, Minor, Conc, Cert, FORL, Degree)
4. Explain the purpose of the petition (substitute, waive, adjust, apply, share, double count, waive min grade)
5. List the course (subject and course number) to be used and the course or requirement being replaced
    a. **Transfer classes** being applied to a requirement should include course title and institution.
    b. **Banner updates** include adding missing course attributes, missing transfer courses, missing previous degree, duplicate credit, updating a course record based on the equivalency table.
    c. **Non-Course Completion** should include the type of non-course that was completed and the date of completion. Example: Oral Qualifying Exams, Recitals, Required shows, Work Experience, Comprehensive exams, Portfolios, Presentations. **NOTE: Thesis and Dissertation completion cannot be submitted via a Petition. The Graduate School notifies the Registrar's Office once the thesis/dissertation has been submitted and approved.**
    d. **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.
    e. **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.
6. If the student is graduating during the current term, include this information in the request.
7. Petitions does not support email attachments. If you need to submit supporting documentation for a petition that was submitted, please email it to DEGWRKS@ecu.edu. Email should include student name and banner ID with the attachment.

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

Reminders about Petitions:

Petitions should only be requested for courses that are pre-registered, in progress or completed with exception of the Multidisciplinary Minor or University Studies major

Each requirement needs a separate 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)

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.

Curriculum changes are not petitions. These are updates to student records that occur in Banner and must be initiated by the school or college. Petitions should not be requested until changes to curriculum are processed.

Course Re-Evaluations are not petitions. To have a course re-evaluated please use the Request for Reevaluation of Transfer Credit form located at 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.

You will only receive 1 email stating whether the petition has been approved or rejected. Please view details of rejected petition on the petitions tab of the student's audit.

View Petitions for Exceptions
No Petitions Awaiting Approval
No Petitions Approved
No Petitions Applied as Exceptions
Petitions Rejected   Description   UG:BS:Bio Chem - FC - substitute MATH 2171 for MATH 1065 [REJECTION REASON: Student did not take MATH 2171]

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.

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

Petition Awaiting Approval

Petitions Approved

Applied Petition

Rejected Petition

When requesting petitions DO NOT do the following:

- Do not process a petition for something that will go into effect as the result of another petition.
- Do not process petitions for students who have graduated; See notes at the bottom of the degree audit to determine if a student has graduated.
- Do not submit a new petition to correct a petition that was applied incorrectly; email DEGWRKS@ecu.edu to correct the error.

TIPS:

- Opening two Degree Works Window. One would have the worksheet while the other could have the Petition window

- How to Open two Degree Works windows > In SSB right click the Degree Works link > Select Open in new Window > repeat to open a second window.
- Use a word document or sticky notes to compile a student's petition(s) before clicking on the Petitions Tab