Submitting DegreeMap Petitions

1. Type the student’s GWid into the “Student ID” box at the top of the audit worksheet then press enter
2. Click Process New
3. Check the petition’s tab for prior petitions to avoid duplication
4. Take note of what the course number and title is of the course you are substituting as well as the term the course was completed
5. Click on the “petitions” tab to the right of the “worksheet” tab.

6. Click on “add petition” on the left hand side

7. Write the petition (see steps below)
   a. Start with student’s home school
   b. Then indicate the type of degree (Certificate, MA, MS, or PhD)
   c. Name the course number and title you are using as a substitution. If it is a transfer course or a course that can be repeated, indicate the semester it was completed.
   d. Name the requirement or requirements the course is completing. Try to use the exact language found on DegreeMap.
   e. Indicate where the permission is coming from – departmental or otherwise

   Ex.  
   CCAS – MA – Organizational Sciences: Please count ORSC 8261 Research Methods in Organizational Science from Fall 2018 currently in Fallthrough towards the Nine Credits in Electives requirement per departmental approval.

8. Click Submit petition
9. If you made a mistake or need to change a petition, you can click on the “modify petition” button on the left hand side of the screen (underneath “add petition”). You can only make changes to a petition that hasn’t been approved or denied yet

10. Petitions are only exceptions for one particular student.
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Questions you should ask before submitting a petition:
- Is this course on the student’s record?
- Are all course numbers and course titles correct and on the student’s record?
- Is this a valid petition just for this student and not an audit issue for all students?
- Does the petition only include one request?
- Is this petition necessary or will this happen as a result of another petition?

Things to Remember:
- The Registrar’s Office has official Degreemap training if you are interested and additional support.
- Please let us know when you have submitted a petition.
- Please only use one course per petition
- Please do not use quotation marks (“”) in your petitions as these will break the petitions tab for students and make their petitions inaccessible.
- Be as clear as possible (the student’s name and GWid are already accessed so you do not need to include them in the petition).
- If you are allowing a course to substitute for a major requirement and the course is already counting/applying in another requirement you need to specify if the course is counting in addition to, or if the course is being moved to count in the new requirement, INSTEAD of where it had been previously applying.
- Petitions are only exceptions for one particular student. If you see something is not working and it should be working for all students within your program, then that is a larger issue and those questions should be emailed to the Student Services team at ccasgradserv@gwu.edu.
- Petitions Becoming Unhooked
  - Sometimes a petition that was previously applying can become unhooked (e.x., if a student changes program, if the student gets a new Gwid, etc.).
    - First check the Petitions tab to ensure your previously-submitted petition is located under “Petitions Applied as Exceptions”. If that is the case, email us at ccasgradserv@gwu.edu and we will work with the Degreemap team to reapply the petition. There is no need to enter a duplicate petition.