- Exception types available:
  - Swap Swap a course for another course listed on the Select From line
  - Insert Add course(s) to the Select From line
  - Other Course/grade/unit waivers for courses on the Select From line
    - Advancement to Candidacy, University Regulation Waivers, Transfer work.
- Once initiated, the request will go through an automatic workflow approval process.
  - For any requests made for program requirements and advancement approval will go through the Graduate Coordinator.
  - For any requests made for program time limits approval will go through the Graduate Coordinator and Graduate Studies.
- Once on the PAWS report, click the Enter Exception Mode button

	Request Audit				
Prepared On	09/22/2021 04:42 PM	Program Code	CTEC-MA	Catalog Year	Fall 2021
Student ID	000226420	Graduation Date	UNKNOWN		
PAWS Results					Enter Exception Mode

• Scroll to the area that you will be making the request for and choose the appropriate green icon.

×	CAF			HNICAL ED	UCAT	ION	COF	RE		
	EARNED: 5.66 UNITS							0 SUB-REQTS	4.000 G	PA
	NEEL	DS:						1 SUB-REQT		
	× 1	) REQUI MUST	RED CORE BE COMPLI	COURSES	'C" OR	BETT	ER			
		5.6	6 UNITS EA	RNED			2 C	OURSES TAKEN		
		SU20	ECTS508		2.66	A		ECTS 508 CSUSB: ECTS508 PROCESSED AS: E	CTS5080	
		F20	ECTS5190	)	3.00	А		ECTS 5190		
		NEEDS	S:	4 COURSES						
		SELEC	T FROM:							+-=
		ECTS	6350,6370	,6380,6390						

- Exception type options:
  - Swap Swap a course for courses listed on the Select From line (pages 2-3)

Insert – Add courses to the Select From line (pages 4-5)

- Other Course/grade waivers for courses on the Select From line (pages 6-11)
   Advancement to Candidacy (page 8)
  - Program Time Limit Course Validation (page 9)
  - Transfer work (pages 10-11)

# • 🖃 Swap –

- Click the button next to the course you want to replace the course will move to the 'Swapping Out' section.
- Click the green **Next** button or the **2.Swap In** tab.

REQUIRED CORE COURSES MUST BE COMPLETED WITH A "C	" OR BETTER
1. Swap Out 2. Swap In	3. Verify & Save
Select course(s) you want to swap out: ECTS6370 X ECTS6380 X ECTS6390 X	Swapping Out : ECTS6350

- Choose the course you want to use to replace the course you are swapping out.
  - You can add a course by searching by Department and Course Number (this will pull from the current catalog showing only semester courses) or by selecting a course already on the student's record by scrolling through the course list (listed in term/year order).
  - Click the to the course you want to use. The course will move to the 'Swapping In' section.
  - Click the green **Next** button or the **3.Verify & Save** tab.

From catalog look-up

From student course list

Swap Course Exception	Swap Course Exception
Subrequirement	Subrequirement
REQUIRED CORE COURSES MUST BE COMPLETED WITH A "C" OR BETTER	REQUIRED CORE COURSES MUST BE COMPLETED WITH A "C" OR BETTER
1. Swap Out 2. Swap In 3. Verify & Save	1. Swap Out 2. Swap In 3. Verify & Save
Find the course you want to use: Swapping In :	Find the course you want to use: Swapping In :
ECTS G	Dept Course (3 Units)RG CUISS560
6003     -       OR Select cours     6010       swap In:     6020       20214     6040       PSYC3345     6080       (3 Units) RG     6090	OR Select course(s) you want to swap In: EUG0 5000 ECTS5210 (3 Units) C- ECTS 5210
PSYC 3345 ECTS5560 (3 Units) RG ECTS 5560	20214 PSYC3345 (3 Units) RG PSYC 3345
ECTS5421 (3 Units) RG ECTS 5421	CTS5421 (3 Units) RG ECTS 5421
Back Select at least one course Cancel	Back Next Cancel

• Add Audit Note and Memo. Starting text has been pre-populated and should only be added to (yellow highlighted box).

Open All Se	ctions Close All Sections	6		Swap Course Exception	
AT LE	AST ONE REQUIREMENT HAS NO	T BEEN SATISFIED	Subrequirement		
V I C, EAR NE	AREER AND TECHNICAL E NED: 5.66 UNITS EDS: 1) REQUIRED CORE COURSES MUST BE COMPLETED WITH/ 5.66 UNITS EARNED SU20 ECTS508 F20 ECTS5190 NEEDS: 4 COURSE SELECT FROM: ECTS 607 C000 C000	DUCATION CORE 0 SUL 1 SUL 1 SUL 2 COURSE 2.66 A ECTS CSUS PROC 3.00 A ECTS S	B-REQTS 4.000 GPA B-REQT IS TAKEN 508 B-CTS508 ESSED AS: ECTS5080 5190	REQUIRED CORE COURSES MUST BE COMPLETED WITH A */ 1. Swap Out 2. Swap In Swapping In : ECTS5560 (3 Units)RG ECTS 5560 Into: REQUIRED CORE COURSES MUST BE COMPLETED WITH A */ Using pseudo of CTECSEMIA-1	C" OR BETTER          3. Verify & Save         Swapping Out :         ECTS6350         C" OR BETTER
Legend Complete Planed In Progress C- Unfulfilled				Audit Note SWAP ECTS5560 FOR ECTS (Maximum characters: 27) Memo Exception: Swap Course - Sut (Maximum characters: 255) Authorized by 000031238 (Maximum characters: 30) Back Save & Start Approv	36350         3-Requirement # 1.         Date         09/22/2021         al for Exception         Cancel

- The Audit Note will PRINT ON THE PAWS report, below the title of the requirement being adjusted. *Please enter this in ALL CAPS (as the entire PAWS is capitalized).* 
  - Enter the exception information (green highlighted box) in the following format after SWAP: COURSE A (swapping IN) FOR COURSE B (swapping OUT)
- The Memo is for additional information and will *not* print.
  - Enter the sub-requirement number in the Memo for further clarification (red highlighted box).
     This will help the approvers know exactly what section of the PAWS you are working with.
- Click the green **Save & Start Approval for Exception** button. This will send the request off to start the approval process.
- Once a request has been approved, the Office of the Registrar will review and apply the exception.
  - You will see the Audit Note and changes on the PAWS report.
  - Because this is a SWAP, ECTS 6350 is removed from the subrequirement and replaced with ECTS 5560

1) REQUIRED CORE CO MUST BE COMPLET	OURSES ED WITH A "C" OR BE	ETTER			
EXCEPTIO	N- SWAP: ECTS556	FOR	ECTS6350	]	
5.66 UNITS EAR	NED	2	COURSES	S TAKEN	
IN-P>		3.00	UNITS		1
F21 ECTS5560		3.00	RG	ECTS 5560	
SU20 ECTS508		2.66	A	ECTS 508 CSUSB: ECTS5 PROCESSED A	508 S: ECTS5080
F20 ECTS5190		3.00	А	ECTS 5190	
NEEDS: 3	COURSES				
SELECT FROM:	ECTS 6370,6380,63	<u> 390</u>			



- Choose the course you want to add to the select from line (an additional option to what is already listed).
  - You can add a course by searching by Department and Course Number (this will pull from the current catalog – showing only semester courses) or by selecting a course already on the student's record by scrolling through the course list (listed in term/year order).
  - Click the to the course you want to add. The course will move to the 'Course Adding' section.
- Click the green **Next** button or the **2.Verify & Save** tab.

COMPREHENSIVE EXAMINATION	
1. Add Course 2. Verify & S	ave
Find the course you want to use: Dept Course	Course Adding : EDUC6954 (4 Units) Advanced Independent Study Topics in Education
DR Select a student course: ECTS 5210 20214 PSYC3345 (3 Units) RG PSYC 3345	Lucation
ECTS5560 (3 Units) RG ECTS 5560	
ECTS5421 (3 Units) RG ECTS 5421	

• Add Audit Note and Memo. Starting text has been pre-populated and should only be added to (yellow highlighted box).

Open All Sections     Close All Sections       AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED       CULMINATING EXPERIENCE FOR CAREER AND TECHNICAL EDUCATION       NEEDS:     1 SUB-REQT       I) COMPREHENSIVE EXAMINATION       NEEDS:     1 COURSE       SELECT FROM: ECTS 6980	Add Course Exception Subrequirement COMPREHENSIVE EXAMINATION 1. Add Course 2. Verify & Save Course Adding : EDUC6964 (4 Units) Advanced Independent Study
Legend Planned In Progress Unfulfiled	Topics in Education Into: COMPREHENSIVE EXAMINATION Using pseudo of CTECMACUL-1 Restrict to this Degree Program. Restrict to this Requirement. Audit Note INSERT EDUC 6954 (Maximum characters: 27) Memo Exception: Insert Course - Sub-Requirement # 1. Student can take ECTS 6980 or EDUC 6954
	Authorized by Date 000031238 09/22/2021 (Maximum characters: 30) Back Save & Start Approval for Exception Cancel

- The Audit Note will PRINT ON THE PAWS report, below the title of the requirement being adjusted. *Please enter this in ALL CAPS (as the entire PAWS is capitalized).* 
  - Enter the exception information (green highlighted box) in the following format after INSERT: COURSE BEING ADDED
- The Memo is for additional information and will *not* print.
  - Enter the sub-requirement number in the Memo for further clarification (red highlighted box).
     This will help the approvers know exactly what section of the PAWS you are working with.
- Click the green **Save & Start Approval for Exception** button. This will send the request off to start the approval process.
- Once a request has been approved, the Office of the Registrar will review and apply the exception.
  - You will see the Audit Note and changes on the PAWS report.
  - Because this is an INSERT, the course will show in addition to courses already on the select from line.

CULMINATING EXPERIENCE FOR CAREER AND TECHNICAL EDUCATION NEEDS:						
×	1) COMPREHENSIVE EXAMINATION					
	EXCEPTION- INSERT: EDUC 6954					
	NEEDS:	1 COURSE				
	SELECT F	FROM: ECTS 6980 EDUC 6954				

# 🖃 Other –

- Click the button next to the course you want to make an exception for the course will move to the 'Course Identified' section.
- Click the green **Next** button or the **2.Verify & Save** tab.

PECIAL EDUCATION CO EQUIRED COURSES IUST BE COMPLETED W	RE /ITH A "B-" OR BETTER
1. Identify Course	2. Verify & Save
elect course(s) you ant to target and add detailed explanation the requested coeption in the memo: ESPE6601 × ESPE6602 × ESPE6610 × ESPE6631 × ESPE6632 × ESPE6632 ×	Course Identified : ESPE5532

• Add Audit Note and Memo. Starting text has been pre-populated and should only be added to (yellow highlighted box).

Open All Sections Close All Sections AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED	Other Exception
✓      SPECIAL EDUCATION CORE     NEEDS: 1 SUB-REQT      1) SPECIAL EDUCATION CORE     REQUIRED COURSES     MUST BE COMPLETED WITH A "B-" OR BETTER     NEEDS: 7 COURSES     SELECT FROM:     ESPE 5532,6601,6602,6610,6631,6632,6639	Subrequirement SPECIAL EDUCATION CORE REQUIRED COURSES MUST BE COMPLETED WITH A "B-" OR BETTER  1. Identify Course 2. Verify & Save Course Identified : ESPE5532 Into:
Legend Complete Planned In Progress C- Unfulfilled	SPECIAL EDUCATION CORE REQUIRED COURSES MUST BE COMPLETED WITH A "B-" OR BETTER Using pseudo of SPEDSEMMS-1 Restrict to this Degree Program. Restrict to this Requirement. Audit Note OTHER ALLOW C+ ESPE 5532 (Maimum character: 27)
	Memo Exception: Other - Sub-Requirement # 1. OTHER: ALLOW C+ ESPE 5532 Maximum character: 255) Authorized by Date 0000031238 02/09/2023
	(Maximum characters 30) Save & Start Approval for Exception

- The Audit Note will PRINT ON THE PAWS report, below the title of the requirement being adjusted. *Please enter this in ALL CAPS (as the entire PAWS in capitalized).* 
  - Enter the exception information (green highlighted box) in one of the following formats:
     WAIVE "GRADE" FOR "COURSE X"
     ALLOW "GRADE" FOR "COURSE X"
  - The Memo is for additional information and will *not* print (mostly used for "Other" EFA's).
    - Enter the sub-requirement number in the Memo for further clarification (red highlighted box).
  - Click the green Save & Start Approval for Exception button. This will send the request off to start the approval process.
  - Once a request has been approved, the Office of the Registrar will review and apply the exception.
- SPECIAL EDUCATION CORE EARNED: 3.00 UNITS 0 SUB-REQTS 2.300 GPA NEEDS: 1 SUB-REQT 1) SPECIAL EDUCATION CORE REQUIRED COURSES MUST BE COMPLETED WITH A "B-" OR BETTER 1 COURSE TAKEN 3.00 UNITS EARNED F21 ESPE5532 3.00 C+ OTHER: ALLOW C+ ESPE 5532 NEEDS: 6 COURSES SELECT FROM: ESPE 6601, 6602, 6610, 6631, 6632, 6639
- You will see the Audit
   Note and changes on the PAWS report.
- Because this is an OTHER, the PAWS outcome will be dependent on what you requested.
   Waivers of specific classes, requirements, or units will be removed from the holding area.
   Waivers of grades will allow the course to show as met with the lower grade.
  - All graduate programs require a minimum of a "C" grade.

# **Advancement to Candidacy**

Once a student has completed their Advancement to Candidacy requirements submit an exception to show this has been completed, making the student eligible to file a Graduate Requirement Check.

X AD	ANCEMENT TO	CANDIDACY	
N	IEEDS:		1 SUB-REQT
×	1) REFER TO YOUR C SPEAK WITH YOU YOU MUST BE AD GRADUATION REC	ATALOG ADVANCEMENT R PROGRAM COORDINAT VANCED TO CANDIDACY QUIREMENT CHECK	REQUIREMENTS AND FOR UPON COMPLETION. BEFORE FILING YOUR
	NEEDS:	1 COURSE	
	SELECT FROM:	ADV CANDIDACY	

Choose the "Other" exception and click the ADV CANDIDACY "course".

Other Exception	Other Exception
·	Subrequirement
Subrequirement REFER TO YOUR CATALOG ADVANCEMENT REQUIREMENTS AND SPEAK WITH YOUR PROGRAM COORDINATOR UPON COMPLETION. YOU MUST BE ADVANCED TO CANDIDACY BEFORE FILING YOUR GRADUATION REQUIREMENT CHECK	REFER TO YOUR CATALOG ADVANCEMENT REQUIREMENTS AND SPEAK WITH YOUR PROGRAM COORDINATOR UPON COMPLETION. YOU MUST BE ADVANCED TO CANDIDACY BEFORE FILING YOUR GRADUATION REQUIREMENT CHECK           1. Identify Course         2. Verify & Save
1. Identify Course       2. Verify & Save         Select course(s) you want to target and add a detailed explanation of the requested exception in the memo:       Course Identified :         ADV CANDIDACY       X	Course Identified : ADV CANDIDACY Into: REFER TO YOUR CATALOG ADVANCEMENT REQUIREMENTS AND SPEAK WITH YOUR PROGRAM COORDINATOR UPON COMPLETION. YOU MUST BE ADVANCED TO CANDIDACY BEFORE FILING YOUR GRADUATION REQUIREMENT CHECK Using pseudo of PROGRAM PLAN Restrict to this Degree Program. Restrict to this Requirement. Audit Note OTHER: COMPLETED MM/DD/YY (Maximum character: 27) Memo Exception: Other - Sub-Requirement # 1 ADVANCED TO CANDIDACY APPROVED xx/xx/xx
	(Maximum characters: 255)
	Authorized by Date
	000031238 10/19/2023
Select at least one course Cancel	(Maximum characters: 30) Save & Start Approval for Exception Back Cancel

Enter "COMPLETED mm/dd/yy" on your Audit Note line and any additional information needed on the Memo line.

# **Program Time Limit – Course Validation**

If a student has courses that are over the program's time limit, they will be excluded from meeting requirements unless a petition is approved. You will find these in the General Graduation Requirement section:

To request this course to be used, a Waiver of University Regulations must be approved by the Coordinator and Dean of Graduate Studies. This can now be requested via the PAWS report.

GENER	AL GF	RAD	JATION	REQUIR	EMENTS	5		
SEVEN	YEAR	R PRO	OGRAM	MINIMU	JM 32 U	NITS	REQUIE	RED
TOTAL	UNIT	S AP	PLYING	TO OVE	RALL 32	UNI	TS	
WITH B	EXCES	S UI	NITS AD	JUSTED,	IF APPL		BLE	
INCLU	DES C	URR	ENT RE	GISTRAT	ION			
EARNE	D:	0.00	UNITS					
NEED	)S: 3	2.00	UNITS					
<ol> <li>COURSES MORE THAN SEVEN YEARS OLD MAY NOT COUNT TOWARD GRADUATION NOR MAY THEY SERVE TO SATISFY PROGRAM REQUIREMENTS.</li> <li>COURSEWORK COMPLETED W2017 AND PRIOR CANNOT BE USED.</li> </ol>								
	( 2.6	56 UN	ITS EARNI	ED)		1	COURSE	TAKEN
	F16	FIN 6	5775			2.66	А	CSUSB: FIN 665

In the program requirements, choose the

"Other" exception and select the course that is past the allotted time. Click Next.

Enter	the	Audit	Note	of:
Lincer	the	/ tutuit	HOLE	

Other Exception			
Subrequirement			WAIVE "X" YR "COURSE"
CULMINATING EXPERIEN COMPREHENSIVE EXAM IN CONSULTATION WITH	NCE I, PROJECT OR THESIS H AN ADVISOR		
1. Identify Course	<u>2. Verify &amp; Save</u>		-
Select course(s) you wan detailed explanation of t exception in the memo:	t to target and add a he requested	Course Identified : FIN 6775	
Next Cancel			-

To verify the recertification and route to Grad Studies, the below information MUST be included from the faculty member in the <u>Memo</u>:

#### #CourseExpired#

I have examined this student and found them to be current in the subject matter of: (course being waived)

Subrequirement		
CULMINATING EXPERIEN	NCE	
COMPREHENSIVE EXAM	, PROJECT OR THESIS	
IN CONSULIATION WITH	1 AN ADVISOR	
1. Identify Course	2. Verify & Save	
Course Identified :		
FIN 6775		
Into:		
COMPREHENSIVE EXAM	I PROJECT OR THESIS	
IN CONSULTATION WITH	AN ADVISOR	
Using pseudo of INTDSE	MMA-3	
	_	
Restrict to this Degree	Program, Restric	the this Description and
3		t to this Requirement.
Audit Note		t to this Requirement.
Audit Note		t to this Requirement.
Audit Note	YR FIN 6775	t to this requirement.
Audit Note OTHER: WAIVE 7 (Maximum characters: 27)	YR <mark>FIN 6775</mark>	t to this Requirement.
Audit Note OTHER: WAIVE 7 (Maximum characters: 27) Memo	YR <mark>FIN 6775</mark>	t to this requirement.
Audit Note OTHER: WAIVE 7 (Maximum character: 27) Memo	YR FIN 6775	et # 2
Audit Note OTHER: WAIVE 7 (Maximum character: 27) Memo Exception: Other	YR <mark>FIN 6775</mark>	nt # 3
Audit Note OTHER: WAIVE 7 (Maximum character: 27) Memo Exception: Other #CourseExpired	YR FIN 6775	nt # 3
Audit Note OTHER: WAIVE 7 (Maximum character: 27) Memo Exception: Other #CourseExpired I have examined	YR FIN 6775	ent # 3 ound them to be current in the subject
Audit Note OTHER: WAIVE 7 (Maximum character: 27) Memo Exception: Other #CourseExpired I have examined matter of: FIN 67	YR FIN 6775 - Sub-Requireme this student and fi 775	ent # 3 ound them to be current in the subject
Audit Note OTHER: WAIVE 7 (Maximum characters: 27) Memo Exception: Other #CourseExpired I have examined matter of: FIN 67 (Maximum characters: 255)	YR FIN 6775	int # 3 ound them to be current in the subject
Audit Note OTHER: WAIVE 7 (Maximum characters: 27) Memo Exception: Other #CourseExpired I have examined matter of: FIN 67 (Maximum characters: 255) Authorized by	YR FIN 6775 - Sub-Requireme <del>*</del> this student and fr 775	ent # 3 ound them to be current in the subject Date
Audit Note OTHER: WAIVE 7 (Maximum characters: 27) Memo Exception: Other #CourseExpireda I have examined matter of: FIN 67 (Maximum characters: 255) Authorized by 000031238	YR FIN 6775	ent # 3 ound them to be current in the subject Date 01/08/2024
Audit Note OTHER: WAIVE 7 (Maximum characters: 27) Memo Exception: Other #CourseExpiredat I have examined matter of: FIN 67 (Maximum characters: 25) Authorized by 000031238 (Maximum characters: 30)	YR FIN 6775	int # 3 ound them to be current in the subject Date 01/08/2024

# **Transfer Work**

To allow transfer work for a CSUSB, first verify that *Official* transcripts have been received, otherwise the EFA will be denied. You will need to resubmit once we have the appropriate documents.

In the area where you would like this course to go, choose the "Other" 🖃 ex	xception.
---	-----------

SCHOOL PSYCHOLOGY CORE		
EARNED: 9.00 UNITS	0 SUB-REQTS	4.000 GPA
IN- PROGRESS: 12.00 UNITS		
NEEDS:	3 SUB-REQTS	
1) RESEARCH IN SCHOOL PSYCHOLOG	Υ	
COURSE SATISFIES THE GRADUATE MUST BE COMPLETED WITH A "B" OR	WRITING ASSESSMENT R BETTER	1
NEEDS: 1 COURSE		<b>•</b>
SELECT FROM:		+ - =
EDSP 6607		

Other Exception		
Subrequirement		
RESEARCH IN SCHOO	DL PSYCHOLOG	Y
COURSE SATISFIES T MUST BE COMPLETED	HE GRADUATE D WITH A "B" OR	WRITING ASSESSMENT R BETTER
1. Identify Course	2. Verify & Sa	ive.
Select course/s1 you wa	ant to tarnat	Course Identified :
the requested exceptor memo: EDSP6607	t in the	
0		
0		

Choose the CSUSB course that you would like the transfer course to replace.

Other Exception Subrequirement RESEARCH IN SCHOOL PSYCHOLOGY	On the verification tab, your Audit Note (which prints on the PAWS) will read like a swap request: COURSE X FOR COURSE Y.
COURSE SATISFIES THE GRADUATE WRITING ASSESSMENT         MUST BE COMPLETED WITH A "B" OR BETTER         1. Identify Course       2. Verify & Save	The Memo field is where you would tell us <i>what</i> the course is and <i>where</i> it is from, and what it is to be used in place of.
Course Identified : EDSP6607 Into: RESEARCH IN SCHOOL PSYCHOLOGY COURSE SATISFIES THE GRADUATE WRITING ASSESSMENT MUST BE COMPLETED WITH A "B" OR BETTER Using pseudo of SPSYSEMED-1 Restrict to this Degree Program. Restrict to this Requirement. Audit Note OTHER EDSP6200 FOR 6607 (Maximum characters: 27)	
Memo Exception: Other - Sub-Requirement # 1. USE EDSP6200 FROM CSU BAKERSFIELD FOR EDSP 6607	
(Maximum characters: 255) Authorized by Date 000031238 (Maximum characters: 30)	
Back Save & Start Approval for Exception Cancel	

Once our office gets this, we will verify we have the official transcripts and add the transfer course to the PAWS and approve/process the EFA.