

Graduate Exceptions from the Audit (EFA)

- 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
- 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

Coyote, Joe
Career and Technical Education-MA

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.

CAREER AND TECHNICAL EDUCATION CORE

EARNED: 5.66 UNITS 0 SUB-REQTS 4.000 GPA
NEEDS: 1 SUB-REQT

1) REQUIRED CORE COURSES
MUST BE COMPLETED WITH A "C" OR BETTER

5.66 UNITS EARNED 2 COURSES TAKEN

SU20	ECTS508	2.66	A	ECTS 508 CSUSB: ECTS508 PROCESSED AS: ECTS5080
F20	ECTS5190	3.00	A	ECTS 5190

NEEDS: 4 COURSES


SELECT FROM:

ECTS 6350, 6370, 6380, 6390

+ - =

- Exception type options:
 - Swap – Swap a course for courses listed on the Select From line (pages 2-4)
 - Insert – Add courses to the Select From line (pages 5-6)
 - Other – Course/grade waivers for courses on the Select From line (pages 7-8)

●  **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.

Swap Course Exception


Subrequirement
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	
ECTS6380	
ECTS6390	

Swapping Out:

ECTS6350 

Next Cancel

- 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 **+** button next 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

Swap Course Exception

Subrequirement
REQUIRED CORE COURSES
MUST BE COMPLETED WITH A "C" OR BETTER

1. [Swap Out](#) 2. [Swap In](#) 3. [Verify & Save](#)

Find the course you want to use: Swapping In:

Dept	Course	
ECTS	6003	<input type="checkbox"/>
OR Select course(s) you want to swap in:		
6010		<input type="checkbox"/>
6020		<input type="checkbox"/>
6030		<input type="checkbox"/>
6040		<input type="checkbox"/>
PSYC3345 (3 Units) RG	6080	<input type="checkbox"/>
PSYC 3345	6090	<input type="checkbox"/>
ECTS5580 (3 Units) RG	6180	<input type="checkbox"/>
ECTS 5560	6190	<input type="checkbox"/>
ECTS5421 (3 Units) RG		<input checked="" type="checkbox"/>
ECTS 5421		<input type="checkbox"/>

Back **Select at least one course** Cancel

From student course list

Swap Course Exception

Subrequirement
REQUIRED CORE COURSES
MUST BE COMPLETED WITH A "C" OR BETTER

1. [Swap Out](#) 2. [Swap In](#) 3. [Verify & Save](#)

Find the course you want to use: Swapping In:
ECTS5560
(3 Units) RG
ECTS 5560

Dept	Course	
		<input type="checkbox"/>
OR Select course(s) you want to swap in:		
ECTS5210 (3 Units) C- ECTS 5210		<input checked="" type="checkbox"/>
20214		<input type="checkbox"/>
PSYC3345 (3 Units) RG		<input checked="" type="checkbox"/>
PSYC 3345		<input type="checkbox"/>
ECTS5421 (3 Units) RG		<input checked="" type="checkbox"/>
ECTS 5421		<input type="checkbox"/>

Back **Next** Cancel

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


- 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.

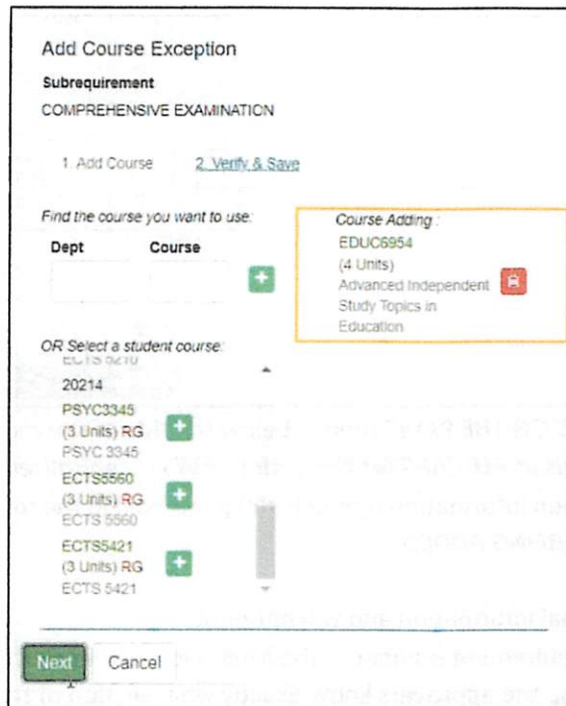
- Click the green **Save & Start Approval for Exception** button. This will send the request off to start the approval process.

- 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 sub-requirement and replaced with ECTS 5560

Insert –

- 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  button next 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.





Add Course Exception

Subrequirement
COMPREHENSIVE EXAMINATION




1. Add Course 2. [Verify & Save](#)

Find the course you want to use:

Dept	Course	
		

Course Adding:
EDUC6954
(4 Units)
Advanced Independent
Study Topics in
Education 

OR Select a student course:

20214		
PSYC3345 (3 Units) RG		
PSYC 3345		
ECTS5560 (3 Units) RG		
ECTS 5560		
ECTS5421 (3 Units) RG		
ECTS 5421		

Next Cancel

- 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

1) COMPREHENSIVE EXAMINATION
 NEEDS: 1 COURSE
 SELECT FROM:
 ECTS 6980

Legend
 Complete
 Planned
 In Progress
 Unfulfilled

Add Course Exception
 Subrequirement:
 COMPREHENSIVE EXAMINATION
 1. Add Course 2. Verify & Save

Course Adding:
 EDUC6954
 (4 CREDITS)
 Advanced Independent Study
 Topics in Education
 Info:
 COMPREHENSIVE EXAMINATION
 (Using pseudo of CTECHMAGUL-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
 (Maximum characters: 255)

Authorized by: 000031236 (Maximum characters: 39)
 Date: 09/22/2021

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:

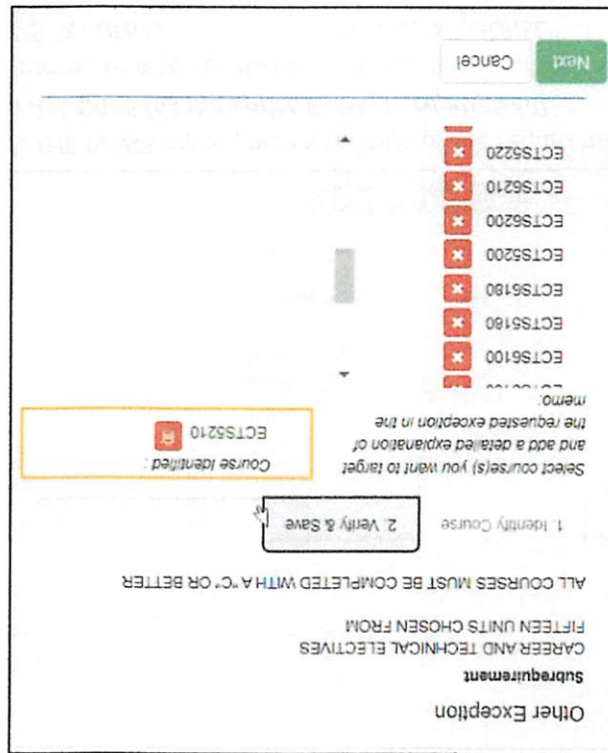
1) COMPREHENSIVE EXAMINATION
 EXCEPTION- INSERT: EDUC 6954

NEEDS: 1 COURSE

SELECT 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.



The screenshot shows a web interface for requesting a course exception. At the top, there are 'Next' and 'Cancel' buttons. Below them is a list of course numbers: ECTS3220, ECTS6210, ECTS6200, ECTS5200, ECTS6190, ECTS5190, and ECTS6100. Each course number has a red 'X' icon to its left. A yellow box highlights the 'Course Identified' section, which contains a red 'X' icon and the course number ECTS3210. Below this, there is a '2. Verify & Save' button. The interface also includes instructions: '1. Identify Course', 'ALL COURSES MUST BE COMPLETED WITH A "C" OR BETTER', 'FIFTEEN UNITS CHOSEN FROM CAREER AND TECHNICAL ELECTIVES', and 'Subrequirement Other Exception'. A text prompt asks the user to 'Select course(s) you want to target and add a detailed explanation of the requested exception in the memo' field.

- 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

1) CAREER AND TECHNICAL EDUCATION ELECTIVES
FIFTEEN UNITS CHOSEN FROM

ALL COURSES MUST BE COMPLETED WITH A "C" OR BETTER

0.00 UNITS EARNED 0 COURSES TAKEN
IN-P ---> 3.00 UNITS 1 COURSE TAKEN

F21 ECTS5421 3.00 RG ECTS 5421
SP21 ECTS5210 3.00 C- ECTS 5210

NEEDS: 12.00 UNITS

SELECT FROM:
ECTS 5010 OR 6010, 5020 OR 6020, 5040 OR 6040, 5090 OR 6090, 5100 OR 6100, 5180 OR 6180, 5200 OR 6200, 5220 OR 6220, 5230 OR 6230, 5410 OR 6410, 5422 OR 6422, 5423 OR 6423, 5500 OR 6500, 5401, 5402, 5403

Legend

- Complete
- Planned
- In Progress
- Unfulfilled

Other Exception

Subrequirement
CAREER AND TECHNICAL ELECTIVES
FIFTEEN UNITS CHOSEN FROM

ALL COURSES MUST BE COMPLETED WITH A "C" OR BETTER

1. Identify Course 2. Verify & Save

Course Identified
ECTS5210

REQ:
CAREER AND TECHNICAL ELECTIVES
FIFTEEN UNITS CHOSEN FROM

ALL COURSES MUST BE COMPLETED WITH A "C" OR BETTER
Using pre reqs of CTECHMALE-1

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note
OTHER: ALLOW C- ECTS 5210
(Maximum characters: 27)

Memo
Exception: Other - Sub-Requirement # 1
C- OK FOR ECTS 5210
(Maximum characters: 255)

Authorized by 000031218 Date 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 in capitalized).**
 - Enter the exception information (green highlighted box) in one of the following formats after OTHER:

WAIVE "X" UNITS	WAIVE "X COURSE"
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). 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.

1) CAREER AND TECHNICAL ELECTIVES
FIFTEEN UNITS CHOSEN FROM

ALL COURSES MUST BE COMPLETED WITH A "C" OR BETTER

3.00 UNITS EARNED 1 COURSE TAKEN
IN-P ---> 3.00 UNITS 1 COURSE TAKEN

F21 ECTS5421 3.00 RG ECTS 5421
SP21 ECTS5210 3.00 C- ECTS 5210

NEEDS: 9.00 UNITS

SELECT FROM:
ECTS 5010 OR 6010, 5020 OR 6020, 5040 OR 6040, 5090 OR 6090, 5100 OR 6100, 5180 OR 6180, 5200 OR 6200, 5220 OR 6220, 5230 OR 6230, 5410 OR 6410, 5422 OR 6422, 5423 OR 6423, 5500 OR 6500, 5401, 5402, 5403

OTHER: ALLOW C- ECTS 5210

- 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.

Program Plan Completed / Advancement to Candidacy

Once a student has completed their Program Plan requirements (via their myCAP), you will process an exception to show this has been done.

MASTERS APPROVED PROGRAM PLAN

NEEDS: 1 SUB-REQT

1) TO COMPLETE A PROGRAM PLAN, SEE YOUR GRADUATE COORDINATOR ONCE YOU HAVE COMPLETED THE MINIMUM NUMBER OF PROGRAM REQUIREMENTS AS DEFINED IN THE CATALOG WITH A MINIMUM 3.0 GPA

NEEDS: 1 COURSE

SELECT FROM: + - =

PRGM PLAN ADVANCEMENT TO CANDIDACY

Choose the "Other" - exception and click the PRGM PLAN "course".

Other Exception

Subrequirement

TO COMPLETE A PROGRAM PLAN, SEE YOUR GRADUATE COORDINATOR ONCE YOU HAVE COMPLETED THE MINIMUM NUMBER OF PROGRAM REQUIREMENTS AS DEFINED IN THE CATALOG WITH A MINIMUM 3.0 GPA

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:

PRGM PLAN ✖

Course Identified

Select at least one course Cancel

Other Exception

Subrequirement

TO COMPLETE A PROGRAM PLAN, SEE YOUR GRADUATE COORDINATOR ONCE YOU HAVE COMPLETED THE MINIMUM NUMBER OF PROGRAM REQUIREMENTS AS DEFINED IN THE CATALOG WITH A MINIMUM 3.0 GPA

1. Identify Course 2. Verify & Save

Course Identified:

PRGM PLAN

Info

TO COMPLETE A PROGRAM PLAN, SEE YOUR GRADUATE COORDINATOR ONCE YOU HAVE COMPLETED THE MINIMUM NUMBER OF PROGRAM REQUIREMENTS AS DEFINED IN THE CATALOG WITH A MINIMUM 3.0 GPA

Using pseudo of PROGRAM PLAN

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note

OTHER: COMPLETED 09/01/2021

(Maximum characters: 27)

Memo

Exception: Other - Sub-Requirement # 1, PROGRAM PLAN APPROVED 09/01/2021

(Maximum characters: 255)

Authorized by Date

000031238 09/24/2021

(Maximum characters: 30)

Back Save & Start Approval for Exception Cancel

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