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

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

- 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 **X** 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]

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GRAD Exceptions from the Audit BPG-0921rl
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**

RECOMMENDED 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:

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECTS</td>
<td>0000</td>
</tr>
</tbody>
</table>
| Off Select course
swap in |
| ECTS | 0000 |
| 0201 | 40 |
| PSYC | 3345 |
| (3 Units) | RG |
| ECTS | 5560 |
| (3 Units) | RG |
| ECTS | 5421 |
| ECTS | 5421 |

Back  Select at least two courses  Cancel

#### From student course list

#### Swap Course Exception

**Subrequirement**

RECOMMENDED 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:

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECTS</td>
<td>5560</td>
</tr>
<tr>
<td>(3 Units)</td>
<td>RG</td>
</tr>
</tbody>
</table>

OR Select course(s) you want to swap in

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECTS</td>
<td>5560</td>
</tr>
<tr>
<td>(3 Units)</td>
<td>RG</td>
</tr>
<tr>
<td>PSYC</td>
<td>3345</td>
</tr>
<tr>
<td>(3 Units)</td>
<td>RG</td>
</tr>
<tr>
<td>ECTS</td>
<td>5421</td>
</tr>
<tr>
<td>(3 Units)</td>
<td>RG</td>
</tr>
</tbody>
</table>

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

GRAD Exceptions from the Audit BPG-0921r
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](image)
- 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 **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.

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GRAD Exceptions from the Audit BPG-0921rl
Click the green Next button on the 2 Verify & Save tab.

○ Course Identified: Section

○ Click the button next to the course you want to make an exception for – the course will move to the Other Exception.
- Add Audit Note and Memo. Starting text has been pre-populated and should only be added to (yellow highlighted box).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career and Technical Education Electives</td>
<td>Earned: 0 Units, 1 Subject</td>
</tr>
<tr>
<td>Progress Needs</td>
<td>1 Subject</td>
</tr>
<tr>
<td>Career and Technical Electives</td>
<td>Fifteen units chosen from</td>
</tr>
<tr>
<td>All Courses Must Be Completed with a &quot;C&quot; or Better</td>
<td></td>
</tr>
<tr>
<td>1 Course Taken</td>
<td></td>
</tr>
</tbody>
</table>

**Legend**
- Complete
- Planned
- In Progress
- Unrelated

- 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 “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.

- 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.

Choose the “Other” exception and click the PRGM PLAN “course”.

Enter “COMPLETED mm/dd/yyyy” on your Audit Note line and any additional information needed on the Memo line.