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.
    - Advancement to Candidacy, Transfer work, University Regulation Waivers.

- 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 or University Regulation Waivers – 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/unit waivers for courses on the Select From line (pages 7-9)
    - Advancement to Candidacy (p10), University Regulation Waivers (p11), Transfer work (p12-13)

- ⇄ **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.

- 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   From student course list

- o 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.

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

- o 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
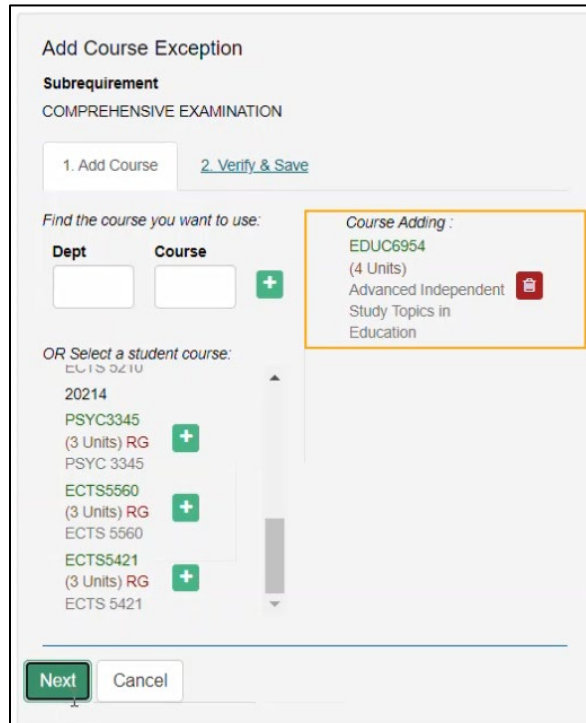
⊞ Insert –

- o 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.
- o Click the green **Next** button or the **2. Verify & Save** tab.

- o 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.

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

- o 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.

GRAD Exceptions from the Audit BPG-0223rl

⊟ 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.

Other Exception

Subrequirement

SPECIAL EDUCATION CORE
REQUIRED COURSES
MUST BE COMPLETED WITH A "B-" OR BETTER

| 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 :

ESPE5532 🗑

ESPE6601 [×]

ESPE6602 [×]

ESPE6610 [×]

ESPE6631 [×]

ESPE6632 [×]

ESPE6639 [×]

[Next]   [Cancel]

o 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 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). This will help the approvers know exactly what section of the PAWS you are working with.

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

- o 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.
        - All graduate programs require a minimum of a "C" grade.

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

          3.00 UNITS EARNED   1 COURSE TAKEN

          F21   ESPE5532   3.00   C+   OTHER: ALLOW C+ ESPE 5532

       NEEDS: 6 COURSES

       SELECT FROM: ESPE 6601, 6602, 6610, 6631, 6632, 6639

⊟ Other– 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. Once a student has been advanced per catalog requirements.

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

Enter "COMPLETED mm/dd/yy" on your Audit Note line and

any additional information needed on the Memo line.

⊟ Other – Program Time Limit – Course Validation

If a student has courses that are over the programs 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.

Choose the "Other" ⊟ exception and choose the course that is past the allotted time. Click Next.

Enter the Audit Note of:
WAIVE "X" YR "COURSE"

To verify the recertification, the following confirmation MUST be included from the faculty member in the Memo:

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

⊟ Other – 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" ⊟ exception.

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

Other Exception

Subrequirement
RESEARCH IN SCHOOL PSYCHOLOGY

COURSE SATISFIES THE GRADUATE WRITING ASSESSMENT
MUST BE COMPLETED WITH A "B" OR BETTER

1. Identify Course | 2. Verify & Save

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   02/25/2022

(Maximum characters: 30)

Back | **Save & Start Approval for Exception** | Cancel

On the verification tab, your Audit Note (which prints on the PAWS) will read like a swap request: COURSE X FOR COURSE Y.

The Memo field is where you would tell us *what* the course is and *where* **it is from**, and what it is to be used in place of.

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.