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, Validation of Expired Course Work, Transfer work.

- Once initiated, the request will go through an automatic workflow approval process.
    - Requests made for program requirements and advancement will go through the Graduate Coordinator.
    - Requests made for validation of expired course work will go through the Graduate Coordinator and Graduate Studies.

- Once on the PAWS report, click the Enter Exception Mode button

		Coyote, Joe				Request Audit
		Career and Technical Education-MA				
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
```
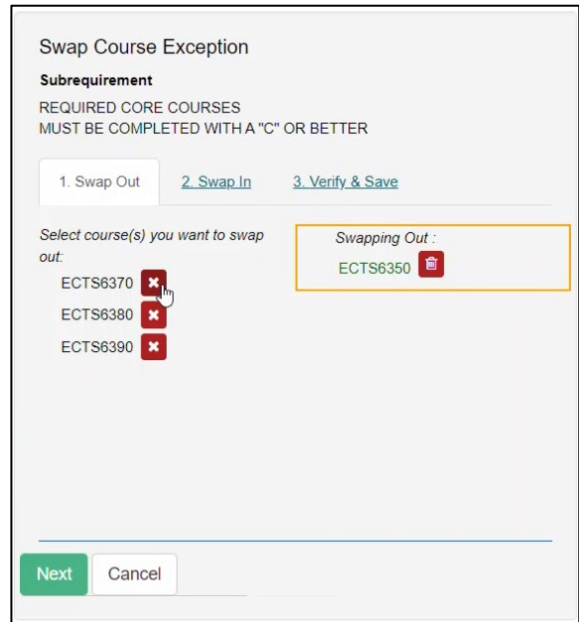
- Exception type options:
    - ⇄ Swap – Swap a course for courses listed on the Select From line (pages 2-4)
    - + Insert – Add courses to the Select From line (pages 5-6)
    - − Other – Course/grade waivers for courses on the Select From line (pages 7-12)
        - Advancement to Candidacy (page 10)
        - Validation of Expired Course Work (page 11)
        - Transfer work (page 12)

⇄ Swap –

- o **1. Swap Out**

  - ▪ 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:
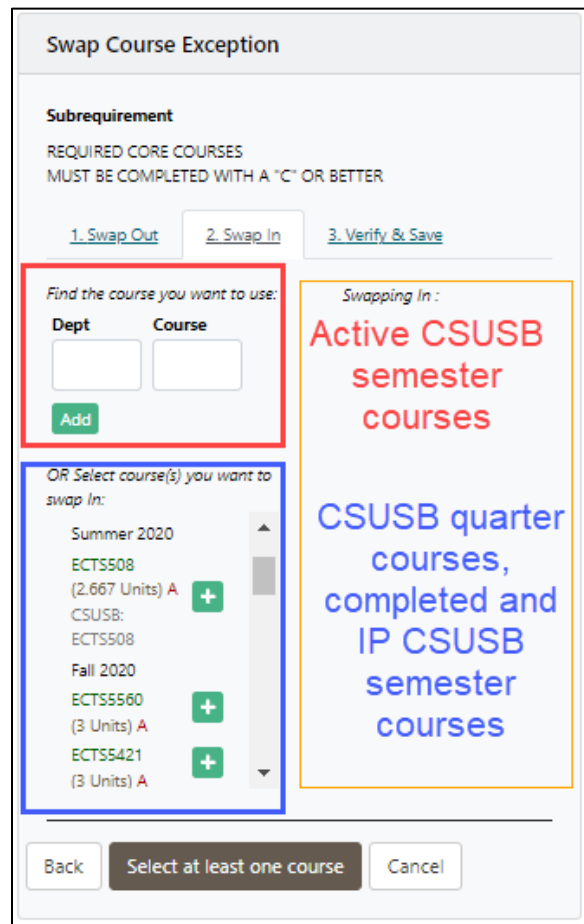
  ECTS6370 ❌
  ECTS6380 ❌
  ECTS6390 ❌

  Swapping Out :
  ECTS6350 🗑

  Next   Cancel

- o **2. Swap In**
  Choose the course you want to use to replace the course you are swapping out.

  Swap Course Exception

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

  | 1. Swap Out | 2. Swap In | 3. Verify & Save |

  - ▪ If you are using an active CSUSB course, you can search by Department and Course Number (this will pull from the current catalog – showing only semester courses)

  Find the course you want to use:
  Dept   **Course**
  [   ]   [   ]
  Add

  Swapping In :
  Active CSUSB semester courses

  - ▪ If you are using a CSUSB quarter course, or a semester course already on the student's record, you can search by the student's course list (listed in term/year order).

  OR Select course(s) you want to swap In:

  Summer 2020
  ECTS508
  (2.667 Units) A
  CSUSB:
  ECTS508   ➕

  Fall 2020
  ECTS5560
  (3 Units) A   ➕

  ECTS5421
  (3 Units) A   ➕

  CSUSB quarter courses, completed and IP CSUSB semester courses

  Back   Select at least one course   Cancel

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:

Dept   **Course**

ECTS   55

Add

| 5500 |
| 5560 |

OR Select cour... ...t to swap In:

Summer 20...

ECTS508
(2.667 Unit...
CSUSB:
ECTS508

Fall 2020

ECTS5560
(3 Units) A   +

ECTS5421
(3 Units) A   +

Swapping In :

ECTS5560
(3 Units)
Graduate Intensive
Academic Writing   🗑

Chosen from catalog look-up

Back   Next   Cancel

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:

Dept   **Course**

Add

OR Select course(s) you want to swap In:

ECTS508
(2.667 Units) A   +
CSUSB:
ECTS508

Fall 2020

ECTS5421
(3 Units) A   +

ECTS5190
(3 Units) A   +

Spring 2021

Swapping In :

ECTS5560
(3 Units)A   🗑

Chosen from course list

Back   Next   Cancel

- ▪ Click the [+] or [Add] 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.

- o **3. Verify & Save**
  Required - Add Audit Note and Justification. Starting text has been pre-populated in the Audit Note.

- ▪ 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 in the following format:
    SWAP: *COURSE A* (swapping in) FOR *COURSE B* (swapping out)
- ▪ The Justification is to explain why you are submitting this request and will *not* print anywhere.
  - • Provide your reason for the exception to help the reviewers understand your reason and for auding purposes.
- ▪ 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 with the replacement course already taken, the original course is removed from the select from line and the new course is meeting the requirement.
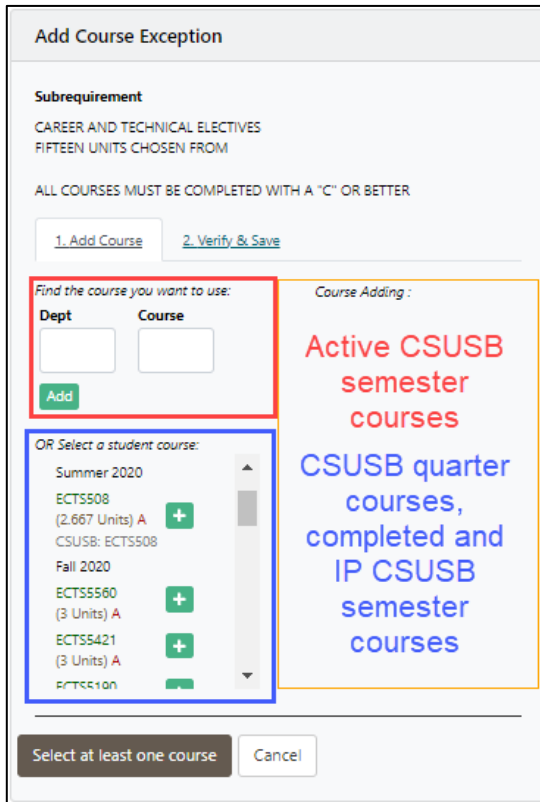
⊞ Insert –

- o **1. Add Course**
  Choose the course you want to add to the select from line (an additional option to what is already listed).

- ▪ If you are using an active CSUSB course, you can search by Department and Course Number (this will pull from the current catalog – showing only semester courses)

- ▪ If you are using a CSUSB quarter course, or a semester course already on the student's record, you can search by the student's course list (listed in term/year order).

- ▪ Click the ⊞ or Add 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 **2.Verify & Save** tab.

GRAD Exceptions from the Audit BPG-0924rl

- o **2. Verify & Save**
  Required - Add Audit Note and Justification. Starting text has been pre-populated in the Audit Note.

- o 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 in the following format:
    INSERT: *COURSE BEING ADDED*
- o The Justification is to explain why you are submitting this request and will *not* print anywhere.
  - Provide your reason for the exception to help the reviewers understand your reason and for auding purposes.
- o 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.
  - o You will see the Audit Note and changes on the PAWS report.

  - o Because this is an INSERT and the course hasn't been take yet, it will be added to the end of the select from line. Once registered, it will automatically meet the requirement.

⊟ Other –

- o **1. Identify Course**
    - ▪ 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

CAREER AND TECHNICAL ELECTIVES
FIFTEEN UNITS CHOSEN FROM

ALL COURSES MUST BE COMPLETED WITH A "C" 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:

ECTS6422 [×]	
ECTS5423 [×]	
ECTS6423 [×]	
ECTS5500 [×]	
ECTS6500 [×]	
ECTS6402* [×]	
ECTS6403* [×]	
EDUC6953 [×]	

Course Identified :
ECTS6401* 🗑

[Next] [Cancel]

- o **2. Verify & Save**

    Required - Add Audit Note and Justification. Starting text has been pre-populated in the Audit Note.

- ▪ 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 in one of the following formats:
        WAIVE x GRADE FOR x COURSE   *ALLOW x GRADE FOR x COURSE*

        All graduate programs require a minimum of a "C" grade – this is just an example to show the process

- ▪ The Justification is to explain why you are submitting this request and will *not* print anywhere.
    - • Provide your reason for the exception to help the reviewers understand your reason and for auding purposes.
    - • Be very detailed what your intent is to avoid processing delays.
- ▪ Click on 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.**

```
❌  1) CAREER AND TECHNICAL ELECTIVES
       FIFTEEN UNITS CHOSEN FROM

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

            EXCEPTION- INSERT: EDUC 6953
       7.00  UNITS EARNED                      3  COURSES TAKEN

       F20   ECTS5421                 3.00   A
       SP21  ECTS5210                 3.00   A
       F23   ECTS6401                 1.00   C-        PER DEPT ALLOW C- ECTS 6401

       NEEDS:        8.00  UNITS

       SELECT FROM:       ECTS 5010 OR 6010, 5020 OR 6020, 5040 OR 6040, 5090 OR 6090, 5100 OR 6100, 5180 OR
                          ECTS 6180, 5200 OR 6200, 5220 OR 6220, 5230 OR 6230, 5410 OR 6410, 5422 OR 6422, 5423
                          OR 6423, 5500 OR 6500, 6401, 6402, 6403 EDUC 6953
```
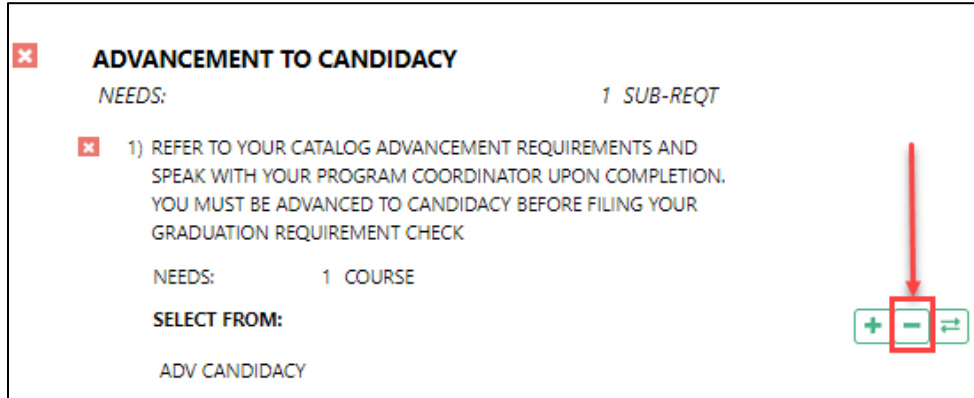
- o **Other types of "Other" exceptions**
  - Advancement to Candidacy (page 10)
  - Validation of Expired Course Work (page 11)
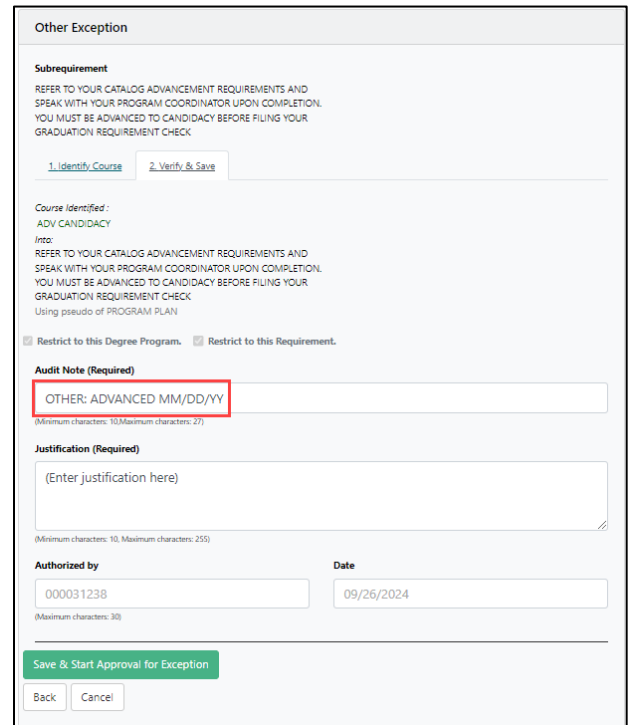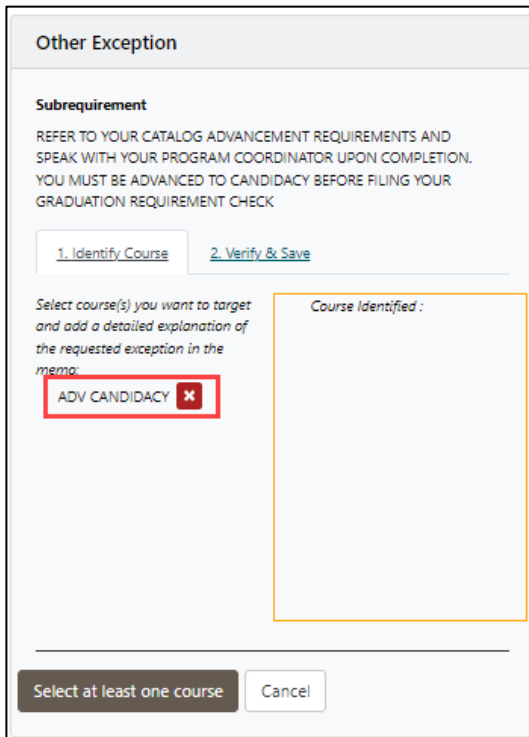 - Using Transfer work (page 12)

⊟ Other – Advancement to Candidacy

Once a student has met all requirements for advancement to candidacy, the coordinator will submit an exception to show this has been completed, making the student eligible to file a Graduate Requirement Check.

In the Advancement to Candidacy requirement, choose the "Other" ⊟ exception.

- o **1. Identify Course** –
  - ▪ Click the ❌ button next to ADV CANDIDACY – the 'course' will move to the 'Course Identified' section.
  - ▪ Click the green **Next** button or the **2.Verify & Save** tab.
- o **2. Verify & Save** – Required - Add Audit Note and Justification. Starting text has been pre-populated in the Audit Note.

    Audit Note: **COMPLETED mm/dd/yy** *or* **ADVANCED mm/dd/yy**
    Justification: Reason for exception.

⊟ Other – Validation of Expired Course Work

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 courses in the General Graduation Requirement section:

```
GENERAL GRADUATION REQUIREMENTS
SEVEN YEAR PROGRAM MINIMUM 33 UNITS REQUIRED
TOTAL UNITS APPLYING TO OVERALL 33 UNITS
WITH EXCESS UNITS ADJUSTED, IF APPLICABLE
INCLUDES CURRENT REGISTRATION
    EARNED:   15.66  UNITS
    NEEDS:    17.34  UNITS

    1)  COURSES MORE THAN SEVEN YEARS OLD MAY NOT COUNT TOWARD
        GRADUATION NOR MAY THEY SERVE TO SATISFY PROGRAM
        REQUIREMENTS.
        COURSEWORK COMPLETED F2016 AND PRIOR
        CANNOT BE USED.

        ( 2.66 UNITS EARNED)          1  COURSE TAKEN          4.000  GPA

    F16   ECTS637          2.66   A        CSUSB: ECTS637
                                           PROCESSED AS: ECTS6370
```

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

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

            EXCEPTION- SWAP: ECTS5560 FOR ECTS6350
       8.66  UNITS EARNED              3  COURSES TAKEN

    SU20   ECTS508         2.66   A        CSUSB: ECTS508
                                           PROCESSED AS: ECTS5080
    F20    ECTS5190        3.00   A
    F20    ECTS5560        3.00   A
    NEEDS:              3  COURSES
    SELECT FROM:                                    ＋ － ⇄

    ECTS 6370, 6380, 6390
```

In the **program requirements**, choose the "Other" ⊟ exception.

```
Other Exception

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

 1. Identify Course      2. Verify & Save

Select course(s) you want to      Course Identified :
target and add a detailed             ECTS6370   🗑
explanation of the requested
exception in the memo:
    ECTS6380  ☒
    ECTS6390  ☒

[Next]  [Cancel]
```

○   **1. Identify Course –**

▪   Click the ☒ button next to the course that you are validating past the time limit – the course will move to the 'Course Identified' section.
▪   Click the green **Next** button or the **2.Verify & Save** tab.

○   **2. Verify & Save –** Required - Add Audit Note and Justification. Starting text has been pre-populated in the Audit Note.

Audit Note:
OTHER: WAIVE "X" YR "COURSE"

Justification: To verify the recertification and route to Grad Studies, the below information MUST be included from the faculty member
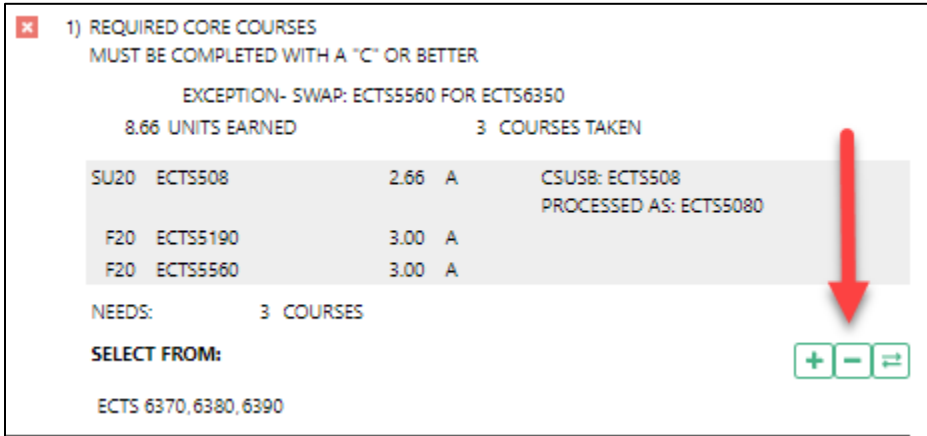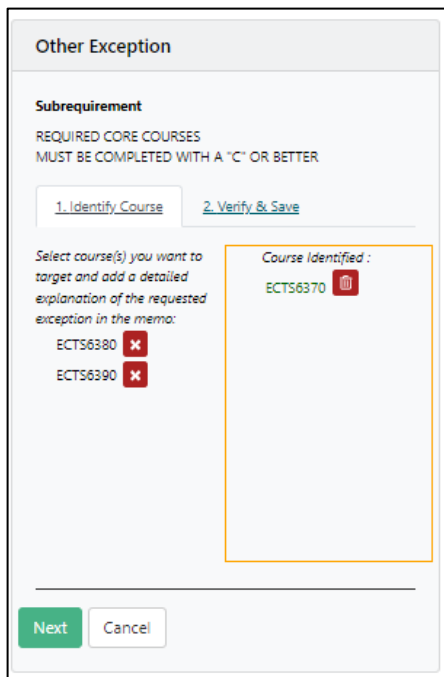
#CourseExpired# **I have examined this student and found them to be current in the subject matter of: (course being validated)**

Please note - Requests without the above notation will be denied and resubmission will be required.

```
Other Exception

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

 1. Identify Course      2. Verify & Save

Course Identified :
    ECTS6370
Into:
    REQUIRED CORE COURSES
    MUST BE COMPLETED WITH A "C" OR BETTER
    Using pseudo of CTECSEMMA-1

☑ Restrict to this Degree Program.   ☑ Restrict to this Requirement.

Audit Note (Required)
    OTHER: WAIVE 7 YR ECTS 6370
(Minimum characters: 10, Maximum characters: 27)

Justification (Required)
    #CourseExpired#
    I have examined this student and found them to be
    current in the subject matter of: ECTS 6370
(Minimum characters: 10, Maximum characters: 255)

Authorized by                  Date
    000031238                  09/26/2024
(Maximum characters: 30)

[Save & Start Approval for Exception]
[Back]  [Cancel]
```

⊟ 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.

- o **1. Identify Course –**
    - ▪ Click the ❌ button next to the CSUSB course that you would like the transfer course to replace – the course will move to the 'Course Identified' section.
    - ▪ Click the green **Next** button or the **2.Verify & Save** tab.

- o **2. Verify & Save –** Required - Add Audit Note and Justification. Starting text has been pre-populated in the Audit Note.

Audit Note:
OTHER: COURSE X FOR COURSE Y
(Where course X is the transfer course number).

Justification: Tell us what the transfer course number is, ***where** it is from*, and what CSUSB course 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.