

Undergraduate Exceptions from the Audit (EFA)

- Most course substitutions / memos can now be requested via Exceptions from the Audit on the PAWS report.
- 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
- Substitutions that are more complex will still require requests to be made with the Office of the Registrar.
- Once initiated, the request will route through an automatic workflow approval process.
- On the PAWS report, click the Enter Exception Mode button

Coyote, Joe E
Public Health--BS Request PAWS

Prepared On 05/28/2024 03:08 PM Program Code PBHL-BS Catalog Year Fall 2023

Student ID 000226420 Graduation Date UNKNOWN Job ID 2414915081381714

Enter Exception Mode

[PAWS Results](#)

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

✖ 1) REQUIRED UPPER-DIVISION HSCI COURSES
COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER

9.00 UNITS EARNED 3 COURSES TAKEN

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

SP23	HSCI4205	3.00	RG	
F20	HSCI3200	3.00	A	
F20	HSCI3202	3.00	A	
SP21	HSCI3201	3.00	A	

NEEDS: 10 COURSES


SELECT FROM: + - ↔

HSCI 3203, 3204, 3205, 3206, 3207, 3208, 4200, 4202, 4203, 4204

- Exception type options:
 - = Swap - Swap a course for courses listed on the Select From line (pages 2-5)
 - + Insert - Add courses to the Select From line (pages 6-8)
 - - Other - Course/grade waivers for courses on the Select From line (pages 9-11)

■ Swap –

○ 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.









Quarter Program:

Swap Course Exception


Subrequirement
REQUIRED UPPER-DIVISION HEALTH SCIENCE COURSES
"C" OR BETTER REQUIRED FOR EACH UPPER DIVISION COURSE

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

Select course(s) you want to swap out:

HSCI310	
HSCI3010	
HSCI342	
HSCI3204	
HSCI3203	
HSCI364	
HSCI4208	
HSCI455	

Swapping Out :

HSCI359 

Next Cancel









Semester Program:

Swap Course Exception


Subrequirement
REQUIRED UPPER-DIVISION HSCI COURSES
COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER

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

Select course(s) you want to swap out:


HSCI3204	
HSCI3205	
HSCI3206	
HSCI3207	
HSCI3208	
HSCI4200	
HSCI4202	
HSCI4203	

Swapping Out :

HSCI3203 

Next Cancel

*Note – when dealing with a **quarter program**, you will see the quarter requirements listed, as well as their semester equivalent, if there is one, in {brackets} next to the quarter course on the PAWS, and below the quarter course in the Swap Out tab. When submitting an exception, you only need to choose the quarter version. The {semester equivalent} will no longer show when the quarter equivalent is removed.

 3) REQUIRED UPPER-DIVISION HEALTH SCIENCE COURSES
"C" OR BETTER REQUIRED FOR EACH UPPER DIVISION COURSE

EXCEPTION- SWAP: HSCI5953 FOR HSCI359

4.00 UNITS EARNED 1 COURSE TAKEN

F19	HSCI301	4.00	A	TEST
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NEEDS: 10 COURSES

SELECT FROM: HSCI 310 =(HSCI3010) 342 =(HSCI3204) 5953, 364 =(HSCI4208) 455 =(HSCI4055) OR 3206, 468
=(HSCI4068) OR 4204, 471 =(HSCI4203) 473 OR 3208, 480 =(HSCI4080) OR 4200, 495
=(HSCI4095)

○ **2. Swap In**

Choose the new course you want to use as a replacement.

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:

MATH2310 (3 Units) D+ **+**

MATH FROM TRANSFER

SBVC: MATH 265

HSC13T0024 (3 Units) A **+**

GLOBAL NUTRITION

CSUCHICO: NFSC 310

Swapping In :

Active CSUSB semester courses

Transfer work, CSUSB quarter courses, completed and IP CSUSB semester courses

- 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 transfer work, 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).

Subrequirement

REQUIRED UPPER-DIVISION HSCI COURSES
COURSES MUST BE COMPLETED WITH A GRADE OF "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:

Spring 2021

HSC13201 (3 Units) A **+**

PSYC1T0017 (3 Units) B **+**

DEVELOPMENTAL WELLNESS

CSUCHICO: PSYC 152

MGMT3T0027

Swapping In :

HSC13T0024 (3 Units)A **+**

GLOBAL NUTRITION CSUCHICO: NFSC 310

Chosen from course list

Back **Next** **Cancel**

Subrequirement

REQUIRED UPPER-DIVISION HEALTH SCIENCE COURSES
"C" OR BETTER REQUIRED FOR EACH UPPER DIVISION COURSE

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:

Fall 2019

HSC1301 (4 Units) A **+**

TEST

HSC1271 (4 Units) A **+**

TEST

HSC1120 (5 Units) A **+**

Swapping In :

HSC15953 (3 Units) Independent Study **+**

Chosen from catalog look-up

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.

○ **3. Verify & Save**

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

Swap Course Exception

Subrequirement
REQUIRED UPPER-DIVISION HSCI COURSES
COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER

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

Swapping In :
HSCI3T0024
(3 Units)A
GLOBAL NUTRITION
CSUCHICO: NFSC 310

Swapping Out :
HSCI3203

Into:
REQUIRED UPPER-DIVISION HSCI COURSES
COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER
Using pseudonym of PBHLUD-1

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note (Required)
SWAP: NFSC 310 FOR HSCI3203
(Minimum characters: 10, Maximum characters: 27)

Justification (Required)
(Enter justification here)
(Minimum characters: 10, Maximum characters: 255)

Authorized by **Date**
000031238 09/25/2024
(Maximum characters: 30)

Save & Start Approval for Exception

Back 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 in the following format:
SWAP: COURSE A (swapping in) FOR COURSE B (swapping out)
 - The example above shows a transfer course being used. The home institutions course information should be used in the audit note.
- 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 auditing purposes.
- 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 in the PAWS report.
 - Because this was a SWAP with the replacement course already taken, the original course is removed from the select from line and the new course (NFSC 310 / HSCI3T0024 from CSU, Chico) is meeting the requirement.

1) REQUIRED UPPER-DIVISION HSCI COURSES COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER EXCEPTION- SWAP: NFSC 310 FOR HSCI3203			
12.00 UNITS EARNED		4 COURSES TAKEN	
IN-P --->		3.00 UNITS	1 COURSE TAKEN
SP23	HSCI4205	3.00	RG
F20	HSCI3200	3.00	A
F20	HSCI3202	3.00	A
SP21	HSCI3201	3.00	A
SP21	HSCI3T0024	3.00	A
			GLOBAL NUTRITION CSUCHICO: NFSC 310
NEEDS: 9 COURSES			
SELECT FROM: <u>HSCI 3204 3205 3206 3207 3208 4200 4202 4203 4204</u>			

- This swapped in course has not been taken yet so the original course is removed from the select from line and replaced with new course. Whenever the student takes the course, it will automatically meet the requirement.

3) REQUIRED UPPER-DIVISION HEALTH SCIENCE COURSES "C" OR BETTER REQUIRED FOR EACH UPPER DIVISION COURSE EXCEPTION- SWAP: HSCI5953 FOR HSCI359			
4.00 UNITS EARNED		1 COURSE TAKEN	
F19	HSCI301	4.00	A TEST
NEEDS: 10 COURSES			
SELECT FROM: <u>HSCI 310 =(HSCI3010) 342 =(HSCI3204) 5953 364 =(HSCI4208) 455 =(HSCI4055) OR 3206 468</u> <u>=(HSCI4068) OR 4204 471 =(HSCI4203) 473 OR 3208 480 =(HSCI4080) OR 4200 495</u> <u>=(HSCI4095)</u>			



■ Insert –

○ 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 transfer work, 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  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.

○ **2. Verify & Save**

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

Add Course Exception

Subrequirement
PUBLIC HEALTH ELECTIVES
SIX UNITS CHOSEN FROM
COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER

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

Course Adding :
CSE 5953
(3 Units)
Independent Study
Intro:
PUBLIC HEALTH ELECTIVES
SIX UNITS CHOSEN FROM
COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER
Using pseudo of PBHLELEC-1Z

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note (Required)
INSERT: CSE 5953
(Minimum characters: 10, Maximum characters: 27)

Justification (Required)
(Enter justification here)
(Minimum characters: 10, Maximum characters: 255)

Authorized by (Maximum characters: 30) **Date**

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 is capitalized).**
 - Enter the exception information in the following format:
INSERT: COURSE BEING ADDED
 - If you are using a transfer course, the home institutions course info should be used in the audit note.
- 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 auditing purposes.
- 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 with the replacement course already taken or in-progress, it is meeting the requirement.


✖ 1) PUBLIC HEALTH ELECTIVES			
SIX UNITS CHOSEN FROM			
COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER			
EXCEPTION- INSERT: CSE 5953			
0.00 UNITS EARNED		0 COURSES TAKEN	
IN-P --->	3.00 UNITS	1 COURSE TAKEN	
F24	CSE 5953	3.00	RG
NEEDS: 3.00 UNITS			
SELECT FROM: HSCI 4206 , 4207 , 4208 , 4209 , 4210 , 4211 , 4212 , 5951PH , 5952PH , 5953PH			

- If the course has not been taken yet, it will be added to the end of the select from line. Whenever the student takes the course, it will automatically meet the requirement.

✖ 1) PUBLIC HEALTH ELECTIVES			
SIX UNITS CHOSEN FROM			
COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER			
EXCEPTION- INSERT: CSE 5953			
NEEDS: 6.00 UNITS			
SELECT FROM: HSCI 4206 , 4207 , 4208 , 4209 , 4210 , 4211 , 4212 , 5951PH , 5952PH , 5953PH , CSE 5953			

■ Other –

○ 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
PUBLIC HEALTH ELECTIVES
SIX UNITS CHOSEN FROM
COURSES MUST BE COMPLETED WITH A GRADE OF "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:

HSCI4207	
HSCI4208	
HSCI4209	
HSCI4210	
HSCI4211	
HSCI4212	
HSCI5951PH*	
UCRPHENPH*	

Course Identified :

HSCI4206 

[Next](#) [Cancel](#)

○ **2. Verify & Save**

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

Other Exception

Subrequirement
 PUBLIC HEALTH ELECTIVES
 SIX UNITS CHOSEN FROM
 COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER

Course Identified :
 HSCI4206
 Into:
 PUBLIC HEALTH ELECTIVES
 SIX UNITS CHOSEN FROM
 COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER
 Using pseudo of PBHLELEC-1Z

Restrict to this Degree Program.
 Restrict to this Requirement.

Audit Note (Required)

OTHER: WAIVE C HSCI 4206

(Minimum characters: 10, Maximum characters: 27)

Justification (Required)

(Enter justification here)

(Minimum characters: 10, Maximum characters: 255)

Authorized by
Date

(Maximum characters: 30)

- 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 in one of the following formats:

WAIVE x GRADE FOR x COURSE	WAIVE x UNITS
ALLOW x GRADE FOR x COURSE	WAIVE x COURSE
- 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 auditing purposes.
 - Be very detailed what your intent is to avoid processing delays.
- 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 select from line. Waivers of grades will allow the course to show as met with the lower grade.

1) PUBLIC HEALTH ELECTIVES			
SIX UNITS CHOSEN FROM			
COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER			
EXCEPTION- INSERT: CSE 5953			
3.00 UNITS EARNED		1 COURSE TAKEN	
IN-P --->		3.00 UNITS	1 COURSE TAKEN
F24	CSE 5953	3.00	RG
F23	HSCI4206	3.00	C-
PER DEPT WAIVE C HSCI 4206			