Check Title Modification Exception (CT)

Definition: A CT exception adds a course to a course list by checking the title. This exception is an RM exception but uses the title of the course to populate the sub-requirement. This exception is used for ASU omnibus/special topics course or Transfer courses that have the same prefix/suffix.

Why a CT Exception:

- Need a specific omnibus course title in a sub-requirement
- Need a specific course that has multiple prefix/suffix with same year/term in a sub-requirement

Example: Exceptions needed for 2 different sub-requirements within the major, using 2 different BIO DEC courses from the same year/term.

```
SU14   BIO DEC                          4.00   TA   >#   QUINCY C: BIO 11123
                                                        GENERAL BIOLOGY I AND LAB
SU14   BIO DEC                          4.00   TB   >#   QUINCY C: BIO 11235
```

```
☒  1) BIO 281 (SQ) OR BIO 181 (SQ): 4 hours, C minimum

       NEEDS:          4.00  HOURS

       COURSE LIST:        BIO 281  BIO 181

☒  2) BIO 282 OR BIO 182 (SG): 4 hours, C minimum

       NEEDS:          4.00  HOURS

       COURSE LIST:        BIO 282
```

Check Title Modification Exception (CT)

Definition of CT Fields:

Add CHECK TITLE MODIFICATION: Add a course to the course list by checking title.

Exception Code	CT
Course	
Year/Term (YYYYT)	
Course to be replaced	
Accept Code 1	
Accept Code 2	
Course Title	
Memo	
Authorized By	XXXXX
Date (YYYY-MM-DD)	2021-05-05
Last Modified	
Last Modified By	

Save   Cancel

Course field = The course being to the sub-requirement course list. Enter the course as ##ABC#123 (2 blank spaces, 3-letter prefix, blank space, 3-digit suffix).

Year/Term field = This is required. It is a 5-digit number (Year)(Term). Terms: 1 = Spring, 4 = Summer, and 7 = Fall

Courses to be replaced = Enter the PSname of the sub-requirement you are adjusting. This field is required and mush be entered in all CAPS.

Course Title = Enter Course Title exactly as it appears in the audit. ALL CAPS or partial caps, including transfer institution, any misspellings and/or spacing irregularities, and is limited to 27 characters, including spaces. For titles that exceed 27 characters, insert an asterisk (*) at the front, no space, and then type as much of the title as the field allows. Using the copy and paste process helps.
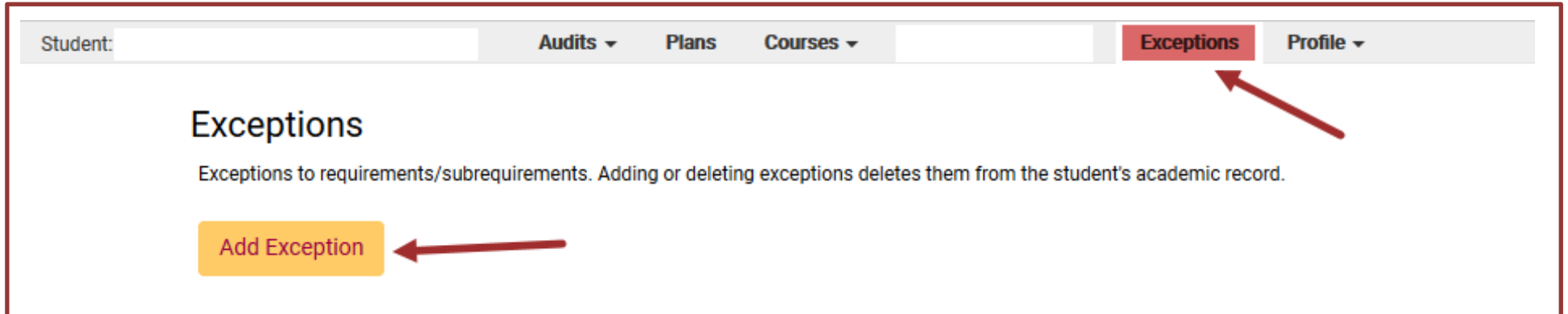
The Memo area is used to detail what and why the exception was completed. This memo can help other university staff understand why an exception was created. This memo does not show up on the audit.

Authorized By and Date fields are automatically populated with the ASURite ID and the date the exception was created. These fields can be modified prior to saving the exception.

Last Modified and Last Modified By fields are created when the exception is saved. If the exception is edited after it has been saved, these fields will update with the ASURITE ID and date.
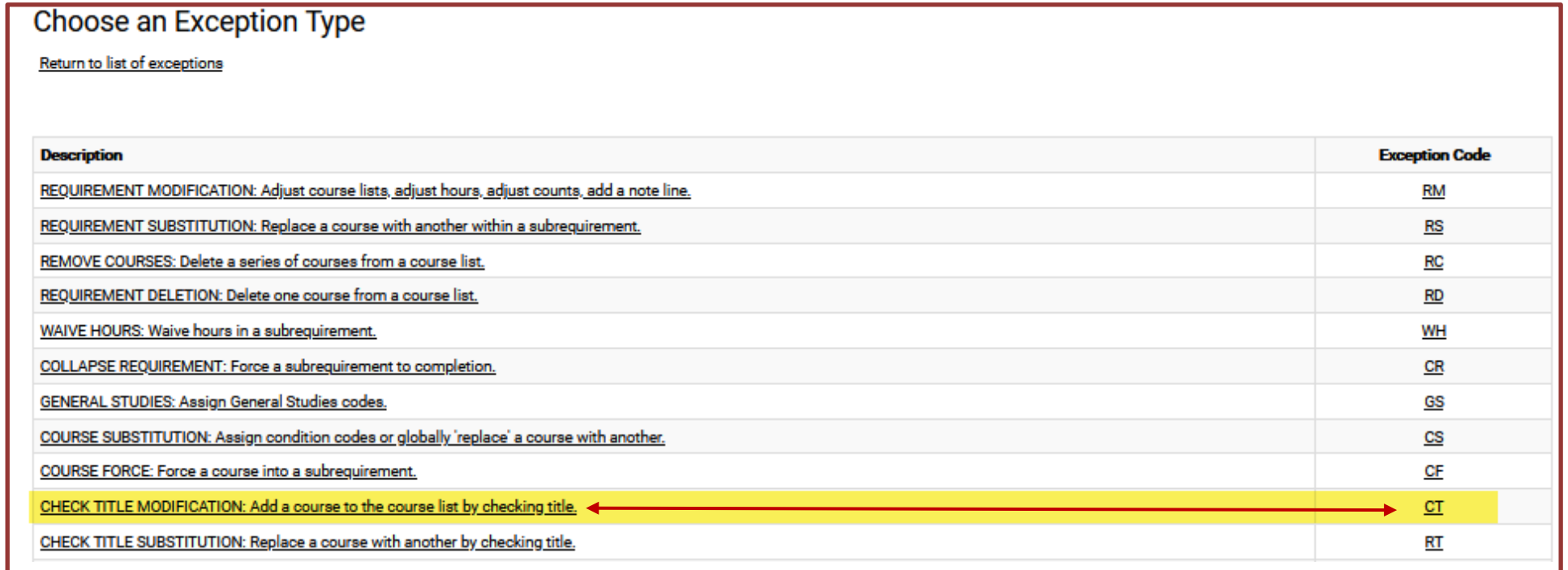
Check Title Modification Exception (CT)

Step 1: From the Student DARS home page, click the "Exceptions" Tab, then click "Add Exception".

Student:		Audits ▼	Plans	Courses ▼		Exceptions	Profile ▼

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

Step 2: Choose the CT exception option from the Exception list or Exception Code

Choose an Exception Type

Return to list of exceptions

Description	Exception Code
REQUIREMENT MODIFICATION: Adjust course lists, adjust hours, adjust counts, add a note line.	RM
REQUIREMENT SUBSTITUTION: Replace a course with another within a subrequirement.	RS
REMOVE COURSES: Delete a series of courses from a course list.	RC
REQUIREMENT DELETION: Delete one course from a course list.	RD
WAIVE HOURS: Waive hours in a subrequirement.	WH
COLLAPSE REQUIREMENT: Force a subrequirement to completion.	CR
GENERAL STUDIES: Assign General Studies codes.	GS
COURSE SUBSTITUTION: Assign condition codes or globally 'replace' a course with another.	CS
COURSE FORCE: Force a course into a subrequirement.	CF
CHECK TITLE MODIFICATION: Add a course to the course list by checking title.	CT
CHECK TITLE SUBSTITUTION: Replace a course with another by checking title.	RT

Check Title Modification Exception (CT)

Step 3: Fill in the appropriate fields for your exception. Then click "Save" to add the course to the exception.

Add CHECK TITLE MODIFICATION: Add a course to the course list by checking title.

Exception Code	CT
Course	BIO DEC
Year/Term (YYYYT)	20144
Course to be replaced	BSCBIO181
Accept Code 1	
Accept Code 2	
Course Title	QUINCY C: BIO 11123
Memo	
Authorized By	XXXXX
Date (YYYY-MM-DD)	2021-05-07
Last Modified	
Last Modified By	

Save   Cancel

After completing appropriate fields, click "Save".

Check Title Modification Exception (CT)

Step 4: The screen will return to the Exception Tab that displays all the exceptions done for that student. If more CT exceptions are needed, repeat Steps 2 and 3.

Exceptions

Exceptions to requirements/subrequirements.

Add Exception

Select the Edit box on the course line to edit an entry, or check the Delete box to remove course line(s). To complete the removal, click the Delete button.

Delete

Select All/None

Item No	Audit Note	Memo	Exception Code	PSname	Course	Edit	Delete
1	QUINCY C: BIO 11123		CT		BIO DEC	✎	☐
2	QUINCY C: BIO 11235		CT		BIO DEC	✎	☐

🔒 If present in Edit column, indicates user is not authorized to edit exception.

Step 5: Re-run the audit to ensure the CT exception is working.

Before the CT exception(s):

❌ 1) BIO 281 (SQ) OR BIO 181 (SQ): 4 hours, C minimum

     NEEDS: 4.00   HOURS

     COURSE LIST: BIO 281 BIO 181

❌ 2) BIO 282 OR BIO 182 (SG): 4 hours, C minimum

     NEEDS: 4.00   HOURS

     COURSE LIST: BIO 282

Check Title Modification Exception (CT)

After the CT exception(s):

☑ 1) BIO 281 (SQ) OR BIO 181 (SQ): 4 hours, C minimum

      4.00 Hours Earned

    SU14 BIO DEC   4.00 TA >#   QUINCY C: BIO 11123
                                             GENERAL BIOLOGY I AND LAB
                                             Matched as: BSCBIO181

☑ 2) BIO 282 OR BIO 182 (SG): 4 hours, C minimum

      4.00 Hours Earned

    SU14 BIO DEC   4.00 TB >#   QUINCY C: BIO 11235
                                             GENERAL BIOLOGY II
                                             Matched as: BSCBIO182

A CT exception matches the titled course with the PSname. Once a course is "matched" with a PSname you can no longer do an exception for that course for other sub-requirements. Contact your college Encoder for more information.