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.

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>SU14</td>
<td>BIO DEC</td>
<td>4.00</td>
<td>TA</td>
<td>#</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>QUINCY C: BIO 11123</td>
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<tr>
<td>GENERAL BIOLOGY I AND LAB</td>
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<tr>
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</tr>
</tbody>
</table>

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
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Definition of CT Fields:

**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 must 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”.

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

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**Check Title Modification Exception (CT)**

**Description**

- REQUIREMENT MODIFICATION: Adjust course lists, adjust hours, adjust counts, add a note line.
- REQUIREMENT SUBSTITUTION: Replace a course with another within a subrequirement.
- REMOVE COURSES: Delete a series of courses from a course list.
- REQUIREMENT DELETION: Delete one course from a course list.
- WAIVE HOURS: Waive hours in a subrequirement.
- COLLAPSE REQUIREMENT: Force a subrequirement to completion.
- GENERAL STUDIES: Assign General Studies codes.
- COURSE SUBSTITUTION: Assign condition codes or globally replace a course with another.
- COURSE FORCE: Force a course into a subrequirement.
- **CHECK TITLE MODIFICATION:** Add a course to the course list by checking title.
- **CHECK TITLE SUBSTITUTION:** Replace a course with another by checking title.

**Exception Code**

- RM
- RS
- PC
- PD
- WH
- CR
- GS
- CS
- CF
- CT
- 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

After completing appropriate fields, click “Save”.

Save | Cancel
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.

**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):

<table>
<thead>
<tr>
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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.