

Equivalency Exception (EQ)

Definition: An EQ exception is used for transfer courses that the department evaluated and deems it is equivalent to one of their courses and needs to be sent to PeopleSoft (PS) to make that equivalent for pre-requisite purposes. This can only be used for transfer courses only.

PLEASE READ: All transfer courses should be submitted to articulation to be considered for an ASU equivalent. Here is the process:

- 1) Student or department submits a request to the Transfer Guide to have their transfer course re-validated as a specific ASU course
- 2) Articulation will review the additional information to determine whether the course has content that meets the ASU course requirements
- 3) There are two options after a course has been determined to meet an ASU course requirement(s).
 - a. If the transfer course is determined to be equivalent to an ASU course and any other transfer student could earn the same equivalency, it will be added to the Transfer Guide. Before making any updates to DARS, articulation will ask whether the advisor, DARS encoder, and/or the college would like DARS to be re-run to pick up the equivalency. **This is highly encouraged, rather than executing an EQ exception.**
 - b. If the transfer course's content meets the requirements for the ASU course, but is missing credit hours, levels, etc. the new equivalency will not be added to the Transfer Guide. Instead, the advisor, DARS encoder, and/or college will need to make an exception on the student's DARS.
- 4) Articulation updates the transfer tables for the college for future students who take evaluated course.

Why an EQ exception:

- Transfer Course evaluated at the department level and is needed for pre-requisite purposes to enroll in ASU courses.

Equivalency Exception (EQ)

Example:

Single courses: AVT 131 from Enterprise Community College received a Generic Transfer prefix and suffix. The department has evaluated the course and would like to use it for a major course that is a pre-requisite for other major courses.

FA09	GEN 020	4.00	TA	EntprsCC: AVT 131 DIGITAL CONCEPTS
------	---------	------	----	---------------------------------------

College would like to substitute AVT 131 (GEN 020) for EEE 120. EEE 120 is a pre-requisite for many other EEE courses within the major

 2) EEE 120: 3 hours
NEEDS: 3.00 HOURS
COURSE LIST: <u>EEE 120</u>

Equivalency Exception (EQ)

Definition of EQ Fields:

Add EQUIVALENCY to be sent to PeopleSoft (TRANSFER ONLY, NO ASU COURSES).

Exception Code	EQ
PSname	<input type="text"/>
Exception Note	<input type="text"/>
+/- required # of courses	<input type="text" value="0"/>
+/- required hours	<input type="text" value="0.00"/>
+/- required GPA	<input type="text" value="0.000"/>
+/- max hours	<input type="text" value="0.00"/>
Assign condition code	<input type="text"/>
Memo	<input type="text"/>
Authorized By	<input type="text" value="XXXXXX"/>
Date (YYYY-MM-DD)	<input type="text" value="2021-05-04"/>
Last Modified	<input type="text"/>
Last Modified By	<input type="text"/>

Enter the PSname of the sub-requirement you are adjusting. This field is required if the course can be used for the major. A PSNAME is not needed if the course is not required for the major but is a pre-requisite for other major courses.

Exception Note (27-character MAX will appear in the audit and can explain what or why the exception was completed). EX: PSY 230 no longer req.

These fields can be used to adjust # of courses and hours required for the area. Depending on how the requirement or sub-requirement is coded, you may or may not need to fill in these fields. They are auto filled with "0" and only should be changed if needed.

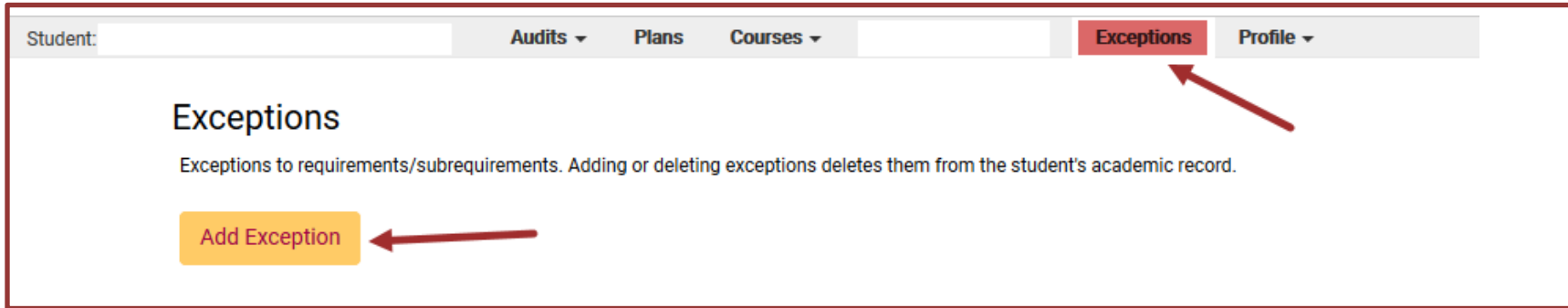
The Memo area is used to detail what and why the exception was completed. This memo can help other university staff understand why an exception was created. This memo does not show up on the audit.

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.

Equivalency Exception (EQ)

Step 1: From the Students DARS home page, click the “Exceptions” Tab, then click “Add Exception”.



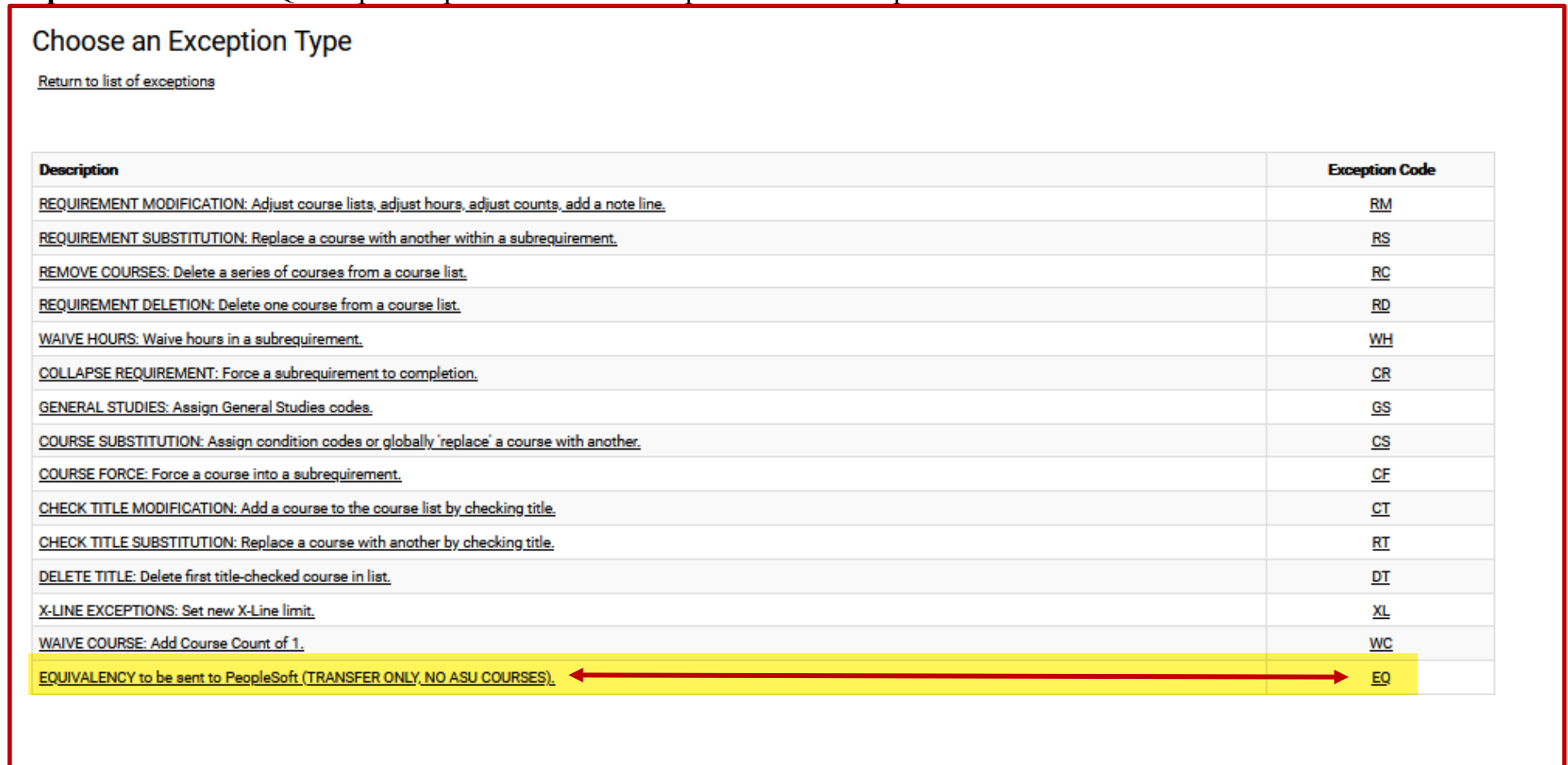
Student: Audits ▾ Plans Courses ▾ **Exceptions** Profile ▾

Exceptions

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

Add Exception

Step 2: Choose the EQ 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
DELETE TITLE: Delete first title-checked course in list.	DT
X-LINE EXCEPTIONS: Set new X-Line limit.	XL
WAIVE COURSE: Add Course Count of 1.	WC
EQUIVALENCY to be sent to PeopleSoft (TRANSFER ONLY, NO ASU COURSES).	EQ

Equivalency Exception (EQ)

Step 3: Fill in the appropriate fields for your exception. Then click “Add Course” to add the course to the exception.

Add EQUIVALENCY to be sent to PeopleSoft (TRANSFER ONLY, NO ASU COURSES).

Exception Code EQ

PSName: EEEEE120

Exception Note: AVT131=EEE120 TCG EVAL

+/- required # of courses: 0

+/- required hours: 0.00

+/- required GPA: 0.000

+/- max hours: 0.00

Assign condition code:

Memo: Per TCG eval and in notes - ok to use AVT131. TCG will be updated at a later date.

Authorized By: XXXXX

Date (YYYY-MM-DD): 2021-05-04

Last Modified:

Last Modified By:

Save Cancel

Add Course

Remove

Select All/None

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
---	--------	--------------------	---------------	-----------------	------	--------

+

After completing appropriate fields, click “Add Course”.

Equivalency Exception (EQ)

Step 4: Type in the course that the transfer course will become “equivalent” too.

Add Course

Course	EEE 120
Replacement Course	GEN 020
Match Control	
Year Term Range	

Click “Add to List”.

Enter the course as ##ABC#123 (2 blank spaces, 3-letter prefix, blank space, 3-digit suffix).

Course field = The ASU course that will be substituted with the transfer course.

Replacement Course = The transfer course that is replacing the ASU course on the audit and what will be used for pre-requisite purposes. Use the articulated prefix/suffix given to the course and not the institutions prefix/suffix.

Match Control = Should not be used for EQ exceptions.

Year Term Range = Not needed for the EQ exception. Leave this section blank, unless the transfer course being used has other courses that are named the same. EX BIO DEC. This is a five-digit number (Year)(Term).
Terms: 1 = Spring, 4 = Summer and 7 = Fall

Once the course has been added, the replacement course will be used in lieu of the ASU course for the exception and pre-requisite purposes.

							<input type="button" value="Remove"/>
							Select All/None
▲ #	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove	
1	EEE 120	GEN 020			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Equivalency Exception (EQ)

Step 5: Click "Return".

Add Course

Course

Replacement Course

Match Control

Year Term Range

1 course was added.

[Select All/None](#)

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	EEE 120	GEN 020			<input checked="" type="checkbox"/>	<input type="checkbox"/>

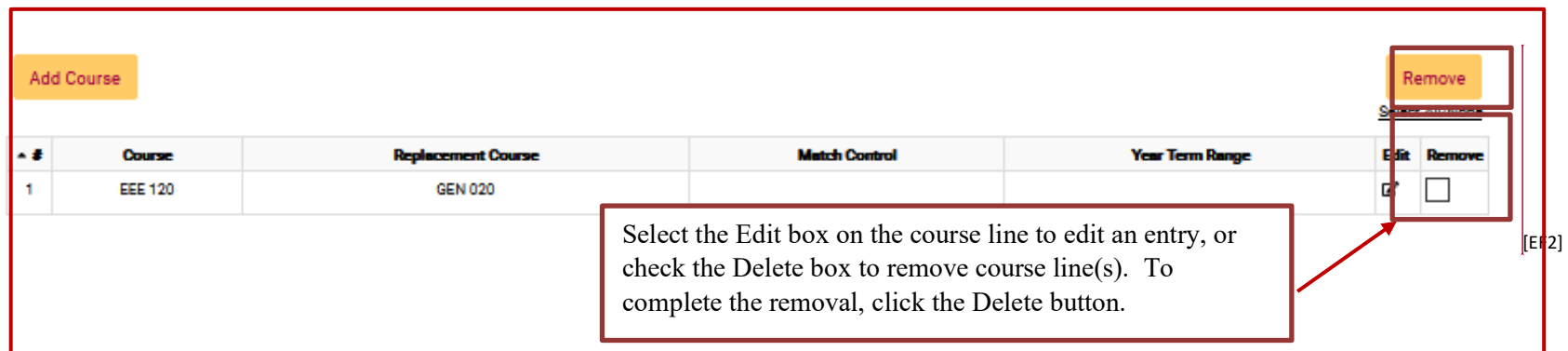
Click "Return".

Equivalency Exception (EQ)

Step 6: After returning to the EQ exception fields page, click “Save” to save the exception. The screen will return to the Exception Tab screen that displays all the exceptions done for that student.



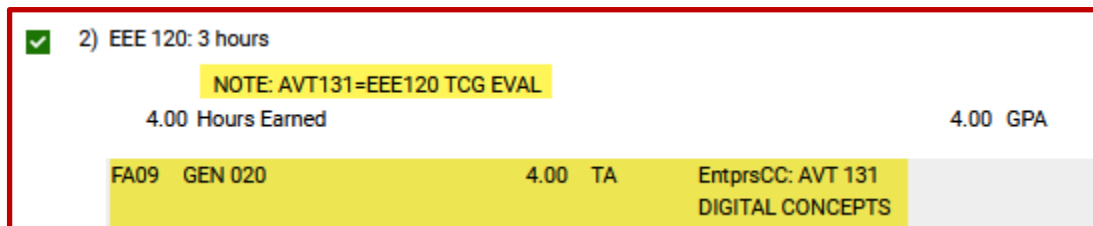
A screenshot of the EQ exception fields page. At the top, there are 'Save' and 'Cancel' buttons. Below them is an 'Add Course' button on the left and a 'Remove' button on the right. A red box highlights the 'Save' button with an arrow pointing to it and the text 'Click “Save”.'. Below the buttons is a table with the following columns: '#', 'Course', 'Replacement Course', 'Match Control', 'Year Term Range', 'Edit', and 'Remove'. The table contains one row with the following data: '# 1', 'Course EEE 120', 'Replacement Course GEN 020', 'Match Control', 'Year Term Range', 'Edit' (checkbox checked), and 'Remove' (checkbox unchecked).



A screenshot of the Exception Tab screen. It shows the same table as the previous screenshot. A red box highlights the 'Remove' button in the top right corner. Another red box highlights the 'Edit' and 'Remove' checkboxes in the table row. A red arrow points from the text box below to the 'Remove' checkbox. The text box contains the following text: '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.'

Step 7: Re-run the audit to ensure the EQ exception is working.

After EQ exception:



A screenshot of the audit results. It shows a green checkmark followed by '2) EEE 120: 3 hours'. Below this is a yellow box containing the text 'NOTE: AVT131=EEE120 TCG EVAL'. Underneath, it says '4.00 Hours Earned' and '4.00 GPA'. At the bottom, there is a yellow box with the following text: 'FA09 GEN 020 4.00 TA EntprsCC: AVT 131 DIGITAL CONCEPTS'.

Equivalency Exception (EQ)

Step 8: Review the course in the Transfer Credit tab in PeopleSoft. The EQ exception is sending PS a message when the Equivalent Course box displays the ASU course that was used in the exception. This process could take up to 24 hours to show in PeopleSoft.

Transfer Credit Term		Find View All		First	1 of 1	Last
Articulation Term 2164		2016 Sumr		Posted		
		Find View All		First	11 of 23	Last
Group Seq#	Incoming Course		Equivalent Course			
34 1	Year 2009	Ext Term FALL	Course ID 104957	EEE		
Status:	Subject AVT		Offer Nbr 1	120		
Posted	Course Nbr 131		Units Transferred	4.000		
Details	Description DIGITAL CONCEPTS		Grading Scheme STD	UGStandard		
Comments	Units Taken 4.00		Grading Basis TRN	Transfer Grading Basis		
	Grade Input A		Official Grade 4.0	Excellent		
			Repeat Code			
			Designation			
				<input checked="" type="checkbox"/> Include in FA WI Stats		

Equivalency Exception (EQ)

Example of an EQ exception being used for pre-requisite purposes with an XXX DEC course and no PSname.

SP20 BIO DEC 3.00 TB ># GrndCnyn: BIO 181
GENERAL BIOLOGY I

Edit EQUIVALENCY to be sent to PeopleSoft (TRANSFER ONLY, NO ASU COURSES).

Exception Code EQ

PSname

Exception Note SOLS Eval 2/17/2021

+/- required # of courses 0

+/- required hours 0.00

+/- required GPA 0.00

+/- max hours 0.00

Assign condition code

Memo BIO 181 & (BIO 181L) at GCU
= BIO 181

Authorized By

Date (YYYY-MM-DD) 2021-02-17

Last Modified 2021-05-04 9:45 AM

Last Modified By phansen

PSname = Not needed to send a message to PeopleSoft to make a transfer course an equivalent to an ASU course for pre-requisite purposes only.

Memo: Explains the specific transfer class from GCU that is being used for the ASU course.

Select All/None

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	BIO 181	BIO DEC		20201 20201	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equivalency Exception (EQ)

When adding a course that has multiple courses transferred with the same prefix and suffix, the “Year Term/Range” will need to be filled.

Edit Course

Course

Replacement Course

Match Control

Year Term Range

Enter the course as ##ABC#123 (2 blank spaces, 3-letter prefix, blank space, 3-digit suffix).

Course field = The ASU course that will be substituted with the transfer course.

Replacement Course = The transfer course that is replacing the ASU course on the audit and what will be used for pre-requisite purposes. Use the articulated prefix/suffix given to the course and not the institutions prefix/suffix.

Match Control = Should not be used for EQ exceptions.

Year Term Range = In this example a year/term should be entered. This is a five-digit number entered twice (Year)(Term).

Terms: 1 = Spring, 4 = Summer and 7 = Fall

NOTE: When transcripts come in with multiple courses that have the same prefix/suffix in the year/term, the first course from that year term will show up in the exception. If you need the second course from the list, please contact articulation@asu.edu to request that the course you would like to use for the exception to get a unique suffix/prefix.

Equivalency Exception (EQ)

Review course in the Transfer Credit tab in PeopleSoft. The EQ exception is working when the Equivalent Course box shows the ASU course that was used in the exception. This process could take up to 24 hours to show in PeopleSoft. Check back periodically.

Transfer Credit Term Find | View All First 1 of 1 Last

Articulation Term 2211 2021 Sprng Posted

Find | View All First 2 of 22 Last

Group Seq#	Incoming Course	Equivalent Course
2 1	Year 2020 Ext Term SPR	Course ID 103129 BIO
Status:	Subject BIO	Offer Nbr 1 181
Posted	Course Nbr 181	Units Transferred 3.000
Details	Description GENERAL BIOLOGY I	Grading Scheme STD UGStandard
Comments	Units Taken 3.00	Grading Basis TRN Transfer Grading Basis
	Grade Input B+	Official Grade 3.3 Good
		Repeat Code
		Designation GS10 SQ
		<input checked="" type="checkbox"/> Include in FA WI Stats

Add/View Comments