“C” Exception Types
Summary

“C” Exception Types –
- Collapse Requirement – CR
- Course Force – CF
- Course Title – CT
- Course Substitution - CS
Collapse Requirement - CR

The fields used in a CR exception are as follows:

- **PSname**: The PSname of the sub-requirement to be waived is entered in this field. Start entry in the first position; it does NOT follow the course mask.

- **Note on Audit**: This note acts as a note field and will appear where the courses are listed if the courses are programmed to show in the audit. 27 characters long.

- **Memo**: Enter pertinent information to document the exception in the COMMENT field (up to 3 lines), including the authorizing person's name, college, and date (i.e., "PER J DOE BA 7/30/02").
Example of Populated CR Exception

Add New Exception

Student Number: 10001234567

Collapse Requirement

Exception Code: CR
Psname: MUS-PVMAJORS
Note on audit: WAIVED BY EXAM PER MUSIC
Memo: STUDENT TESTED OUT OF MUS 131,132,232, PER J DOE 02/20/08

Authorized By: 
Date: 
Last Modified: 
By: 

SaveAdd  Cancel
Course Force - CF

The Course Force exception, “CF,” is entered on the screen shown below. This exception is used to force a course into a sub-requirement where it would normally be rejected by a condition code (i.e. forcing a course with a grade of “D” into a sub-requirement looking for a “C” or better).

Fields Used for “CF” Exception Type

- **Course**: Enter the course (prefix & number) to be used in the exception in the COURSE field. Enter the course prefix and number exactly as follows: two blank spaces, then the three alpha letter prefix, a blank space, then either three numbers or alpha letters. This field is required.
  - E.g.: POS 371, POS DEC, or POS SB

- **PS Name**: The PS Name field is used for the pseudoname of the sub-requirement where the course is to be forced. DO NOT space before entering the pseudoname. This field is required.

- **Exception Note and Memo**: These fields are the same as other exception types except that the note will appear with the course entry directly below the course title.

Additional Field

- **Date**: You can use this field to distinguish between courses with the same course designations, such as GEN CRD or POS DEC, that were taken in different semesters. The four digit year and the one digit semester code are used (i.e. 19997 for Fall 1999). Unlike the RM and RS exception types, this field is not a date range, so the date is entered once.
In the example below, CXX 008 was approved to be used in the fifth part of the Justice Studies major at the Tempe campus. This sub-requirement rejects West campus and transfer courses, so this course must be forced.
The “CT” exception type is used to distinguish between courses with the same designation taken in the same semester by checking the course titles.

A “CT” can be used to assign condition codes to a course or make it equivalent to another course anywhere in the student’s audit.

This is frequently used for exceptions involving ASU omnibus courses, special topics, etc. (e.g. 194, 394, 298, 498) or transfer courses that articulate as GEN CRD (elective credit) or DEC (departmental elective). When the same course designation is taken in different semesters, a date range can distinguish the course desired. (For date range instructions, see Additional Fields in the “R” Exception Type section of the DARS Exception Manual.)
Course: Enter the course (prefix & number) to be used in the Course field following the course mask (two blank spaces, then the three alpha letter prefix, a blank space, then either three numbers or two/three alpha letters, such as HST 498, HST SB, or HST DEC). In the example on the next page, JUS 494 is the course being used.

Year/Term: An additional field that may be used in the exception to distinguish between courses with the same course designations, such as GEN CRD or POS DEC, that were taken in different semesters. Enter the four digit year and the one digit semester code (i.e. 20017 for Fall 2001). This is a single date and not a date range as the RM and RS exceptions.
Course to be Replaced: If you wish to use this course to replace another course that is in a sub-requirement, enter the equivalent course in the Replacement Course field.

Caution: This course will be replaced everywhere that it is asked for in any audit that is run for the student. Only replace courses from your own department. (See example below.)

Accept Code 1, Accept Code 2: If you are using this exception to assign a condition code, enter the code(s) in the Accept Code fields. In the example on the next page, the condition code of “c” for Cultural Diversity has been added to the course. You can add up to two condition codes per exception. Both the Replacement Course and Accept Code fields may be used at the same time.
Fields used for CT Exceptions (cont’d):

- **Course Title**: The title of the course is entered in the Course Title field. It must be typed in capital letters exactly as it appears in the right hand column of the audit including the spacing. If the title is too long to fit in the Course Title field, type an asterisk (*) first, no space and then as much of the title as the field allows. (This note field does NOT print on the audit.)

  - E.g.: ‘ST:NATIVE AM RELIGIOUS TRA

- **Memo**: It is important to enter documentation in the Memo field (up to 3 lines), including the authorizing person’s name (e.g. CULTURAL DIVERSITY PER K JOHNSON, COPP). Also, since the NOTE does not print as a note in the audit, add one with an RM exception. Use the PSname of the requirement where the course will show and enter the text in the NOTE field. You do not need to enter a course in the RM exception.
Here is an example of a CT exception assigning a condition code to a course.
In the example below, an asterisk (*) was used before the title because the title, as it appeared on SIS, was too long for the note line.
Course Substitution – CS

- The CS exception type is used to enter an audit-wide course equivalency and/or assign condition codes.
- This exception will globally replace one course with another anywhere that course exists on the audit.
- This exception should not be used to assign General Studies designation. The GS exception should be used.
## Course Substitution – CS

### Add New Exception

**Student Number:** 10001234567

<table>
<thead>
<tr>
<th>Description</th>
<th>Exception Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIREMENT MODIFICATION: Adjust course lists, adjust hours, adjust counts, add a note line.</td>
<td>RM</td>
</tr>
<tr>
<td>REQUIREMENT SUBSTITUTION: Replace a course with another within a subrequirement.</td>
<td>RS</td>
</tr>
<tr>
<td>REMOVE COURSES: Delete a series of courses from a course list.</td>
<td>RC</td>
</tr>
<tr>
<td>REQUIREMENT DELETION: Delete one course from a course list.</td>
<td>RD</td>
</tr>
<tr>
<td>WAIVE HOURS: Waive hours in a subrequirement.</td>
<td>WH</td>
</tr>
<tr>
<td>COLLAPSE REQUIREMENT: Force a subrequirement to completion.</td>
<td>CR</td>
</tr>
<tr>
<td>GENERAL STUDIES: Assign General Studies codes.</td>
<td>GS</td>
</tr>
<tr>
<td>COURSE SUBSTITUTION: Assign condition codes or globally &quot;replace&quot; a course with another.</td>
<td>CS</td>
</tr>
<tr>
<td>COURSE FORCE: Force a course into a subrequirement.</td>
<td>CF</td>
</tr>
<tr>
<td>CHECK TITLE: Replace a course with a course by checking title.</td>
<td>CT</td>
</tr>
<tr>
<td>DELETE TITLE: Delete first title-checked course in list.</td>
<td>DT</td>
</tr>
<tr>
<td>X-LINE EXCEPTIONS: Set new X-Line limit.</td>
<td>XL</td>
</tr>
<tr>
<td>CODE UNAVAILABLE</td>
<td>DC</td>
</tr>
<tr>
<td>WAIVE COURSE: Add Course Count of 1.</td>
<td>WC</td>
</tr>
</tbody>
</table>
Field Uses for “CS” Exception Type

- **Course**: Enter the course prefix and number to be used in the exception. Enter the course prefix and number exactly as follows: two blank spaces, three alpha letter prefix, blank space, three numbers or three alpha letters (e.g. POS 371, FXX 011, POS DEC). This is a required field.

- **Replacement Course**: If the transfer course has been approved as equivalent to an ASU course by department of that ASU course, enter that equivalency in the Replacement Course field. In the example shown below, if the School of International Letters & Cultures (SILC) had approved an equivalency (FRE 202) for the transfer course (FXX 011), then FRE 202 would be entered in the Replacement Course field. Anywhere in the audit where FRE 202 is asked for, FXX 011 will go in. A comment stating who in SILC approved the equivalency would be entered.
Field Uses for “CS” Exception Type

- **Course Note**: All information entered (27 characters) will print on the audit. Indicate exception, college or department which approved the equivalency, and the date. Special notes, such as the number of hours waived or the exception was approved by petition, should be entered. Example: THE123/THP 110 FA 8/1/07

- **Memo**: Enter permanent information to document the exception (up to 3 lines), including the authorizing person (e.g. Per J Doe) and college or department, if not entered in NOTE. When the course substitution involves a transfer course, enter the original designations of the course and the name of the home institution. This does not print in the Audit.
Additional Field

- **YEAR/TERM**: An additional field that may be used in the “CS” exception type to distinguish between courses with the same course designations, such as department electives POS DEC or CSE DEC, that were taken in different semesters, enter the four digit year and the one digit semester code (i.e. 20077 for fall 2007).

- **Accept Code1/ Accept Code 2**: These fields are used to assign condition codes. Leave Blank.
  - Reminder: Courses that have been articulated including GEN CRD and department electives (DEC) have been reviewed for General Studies and will have the appropriate condition codes attached.
Field Uses for “CS” Exception Type

Add New Exception

Student Number: 10001234567

Course Substitution

Exception Code: CS
Course: FX011
Year/Term:
Replacement Course: FRE 202
Accept Code 1:
Accept Code 2:
Course Note: FRE 204 - FRE 202 4/11/08
Per F. Parent, SILC, FRE 204 (FX0 011) Transfer State U = FRE 202
Memo:
Authorized By:
Date:
Last Modified:
By:
If you have any questions about the C Exception Types, please email:

DARS-Q@ASU.EDU

THANK YOU!!