EQ EXCEPTION TYPE
The EQ exception in DARSwebAdvisor behaves like an RS exception with the added functionality of setting a course equivalency in PeopleSoft.

In DARS, the EQ exception will replace a course (value in the COURSE field) in a subrequirement list with another (value in the RCOURSE field---the transfer course).

In PeopleSoft, the transfer course referred to in the exception’s RCOURSE field will be updated to reflect that the ASU course in the exception’s COURSE field is its equivalent.

For example, if a transfer course MTH 231 is articulated to MXX 011 and evaluated as equivalent to ASU course MAT 265 which is a prerequisite for PHY 121, you could use the EQ exception to substitute the transfer course into the subrequirement containing the ASU course. Then this process will take that ASU course ID (MAT 265) and post it to PeopleSoft as the equivalent of the transfer course ID (MTH 231) from your exception (MXX 011), so that any "course edits" in PeopleSoft will recognize the prerequisite as having been met (PHY 121 would allow registration).

Following are instructions for processing an EQ exception.

1. Use an internet browser to access the URL https://dars.asu.edu/darswebadvisor.
2. Within DARSwebAdvisor, type the student’s 10-digit ASU ID number, click the **Continue** button.
3. Click the **Request New Audit** button to check the current status of the student’s degree audit.
4. Select **Run the Default Program Listed** if there is one, or select **Run Selected Program**.

If **Run Default Programs Listed** is blank, select **Run Selected Program**, select a Letter, Area of Interest, Field Specialization, confirm the Degree Program, and select an eligible Catalog Year.
5. Navigate to and click the **Submit a New Audit** button.
6. Once the audit completes processing in the queue, click **Open Audit** (Refresh only if necessary).
7. Navigate to the relevant requirement, **First Year Composition** in this example.
8. Note the current status of the subrequirement to determine the appropriate action to take.

Needs:
Grade of “C” or better in ENG 101 & ENG 102 or ENG 107 & ENG 108 or ENG 105 in this example.
9. Navigate through the audit to find transfer course IDs needed for substitution into this requirement.

Note Year and Term taken, articulated IDs (in this example, EXX 011 & EXX 012) as well as the source course ID (ENGL 1011 & ENGL 1012 in this example).
10. Close the audit.

OPT TOTAL HOURS REQUIRED TO COMPLETE THE DEGREE

OPT ELECTIVES - Courses not used to meet specific requirements.

The NEEDS HOURS note indicates the free elective hours needed, in addition to the degree requirements, to equal the total hours for this degree.
NEEDS: 73.0 HOURS

Free elective hours (without any course splitting) that can be applied to the total hours for the degree.
6.0 Hours Taken

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC5</td>
<td>EXX 011</td>
<td>3.0</td>
<td>OzarkaCC: ENGL 1011</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>First Year Composition 1</td>
</tr>
<tr>
<td>FAC5</td>
<td>EXX 012</td>
<td>3.0</td>
<td>OzarkaCC: ENGL 1012</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>First Year Composition 2</td>
</tr>
</tbody>
</table>

Undergraduate Academic Recognition: Effective Spring 2003, minimum 56 hours at ASU Tempe, Polytechnic or Downtown Phoenix campuses, minimum 50 hours at ASU West campus. See catalog for details.

------------------------------------------ LEGEND ------------------------------------------

Information about ASU grades and GPA can be found at:
www.asu.edu/registrar/grades

Transfer grades follow the same scale and are identified by the letter "T" preceding the letter grade.

solid green check mark = Indicates a satisfied requirement
red X = Indicates an unsatisfied requirement
IP (with a hollow green check mark) = Indicates that a satisfied requirement is using in-progress course(s)
11. Back in DARSwebAdvisor, click **Exceptions, Add Exception**.
12. Click the **EQ exception link**.

**Add New Exception**

Student Name: Sample, Student  Student Number: 1234567890

<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>WAVE HOURS: Wave 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 another 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>JL</td>
</tr>
<tr>
<td>WAVE COURSE: Add Course Count of 1</td>
<td>WC</td>
</tr>
<tr>
<td>EQUIVALENCY to be sent to PeopleSoft (TRANSFER ONLY, NO ASU COURSES)</td>
<td>EQ</td>
</tr>
<tr>
<td>Attach Marker ($EMP, $MINOR, $NCAA)</td>
<td>MD</td>
</tr>
<tr>
<td>Attach Marker ($CONCUR)</td>
<td>NR</td>
</tr>
<tr>
<td>For use by Admissions/Readmissions staff ONLY</td>
<td>AR</td>
</tr>
<tr>
<td>Alternate Catalog Year (for Education ONLY)</td>
<td>AY</td>
</tr>
<tr>
<td></td>
<td>SC</td>
</tr>
</tbody>
</table>

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13. The **Add New Exception** screen for the **EQ** exception.
14. In the Psname field, type the value for the relevant subrequirement, FYC in this example.

Course equivalency to send to PeopleSoft
15. In the **Exception Note** field (on audit), type the *ASU course ID* and the *Transfer course ID*.

**Course equivalency to send to PeopleSoft**

- **Exception Code:** EQ
- **Ppname:** FYC
- **Exception Note:** ENG101,102,ENGL11,1012
- +/- required # of courses:
- +/- required hours:
- +/- required GPA:
- +/- max hours:
- Assign condition code:
- Memo:
- Authorized By:
16. In the **Memo** field (not on audit), type a *meaningful, descriptive message helpful to advisors.*

![Course equivalency to send to PeopleSoft](image-url)
17. Navigate to access more fields.

Course equivalency to send to PeopleSoft

Exception Code: EQ
Psname: FYC
Exception Note: ENG101, ENG102, ENGL1011, 1012
+- required # of courses: 
+- required hours: 
+- required GPA: 
+- max hours: 
Assign condition code: 
Memo: WRITING PROGRAMS EVALUATION.
Authorized By: 
Date: 
Last Modified: 
By: 

Save Add  Cancel
18. In the **Authorized By** field enter the initial of your first name followed by your last name.
19. In the **Date** field enter the current date.
20. Save Add.

Course equivalency to send to PeopleSoft

- Exception Code: EQ
- Pname: FYC
- Exception Note: ENG101,102,ENGL1011,1012
- +/- required # of courses: 
- +/- required hours: 
- +/- required GPA: 
- +/- max hours: 
- Assign condition code: 
- Memo: WRITING PROGRAMS EVALUATION.
- Authorized By: J.DOE
- Date: 05/04/2007
- Last Modified: By:

[Buttons: SaveAdd, Cancel]
21. Click the **link** to the exception you just saved to add courses to it.
22. Navigate to the **Add Course** link, click it.
23. In the **Course** field, type *two spaces* and the value of the *ASU course* in the subrequirement.
24. In the **Replacement Course** field, type *two spaces* and the value of the *Transfer course ID*. 
25. Save Add.
26. Navigate to the **Add Course** link, click it.
27. In the **Course** field, type *two spaces* and the value of the *ASU course* in the subrequirement.
28. In the **Replacement Course** field, type *two spaces* and the value of the *Transfer course ID*. 
29. Save Add.
30. Navigate to the **Save Edit** button, click it.
31. Request a new audit to verify your exception worked (click **Audits, Request New Audit**).
32. Run the same degree program and catalog year you ran for this student prior to your exception.
33. Navigate to and click the **Submit a New Audit** button.
34. Once the audit completes processing in the queue, click **Open Audit** for the audit you just ran.
35. Navigate to the relevant requirement, **First Year Composition** in this example.
36. Verify your exception worked properly.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCE 012</td>
<td>First Year Composition 1</td>
<td>3.0</td>
<td>TB</td>
</tr>
<tr>
<td>FA 012</td>
<td>First Year Composition 2</td>
<td>3.0</td>
<td>TB</td>
</tr>
</tbody>
</table>

**NOTE:** Grade of "C" (2.00) or better required.

**University Requirement:**
**FIRST YEAR COMPOSITION**

**WARNING:** Check the requirements of your college/school and major before choosing your university general studies courses. Many college/school and major requirements can also be applied to the university general studies.

**University General Studies Requirement**
**LITERACY & CRITICAL INQUIRY**

**University General Studies Requirement**
**MATHEMATICAL STUDIES**

**University General Studies Requirement**
**HUMANITIES AND FINE ARTS and SOCIAL AND BEHAVIORAL SCIENCES**

For this requirement to be "OK" check the following:
1. 15 hours overall
2. Minimum 6 hours in each area
3. Minimum 3 hours Upper Division

**University General Studies Requirement**
37. Close the audit.

University Requirement
FIRST YEAR COMPOSITION

NOTE: Grade of "C" (2.00) or better required.

EARNED: 6.0 HOURS

+ 1) FIRST YEAR COMPOSITION

NOTE: ENGL101, 102: ENGL101, 1012

6.0 Hours Taken

SP05    EXX 011    3.0 TB    OzarksCC: ENGL 1011
First Year Composition 1

FA05    EXX 012    3.0 TB    OzarksCC: ENGL 1012
First Year Composition 2

WARNING: Check the requirements of your college/school and major before choosing your university general studies courses. Many college/school and major requirements can also be applied to the university general studies.

University General Studies Requirement
LITERACY & CRITICAL INQUIRY

University General Studies Requirement
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(1) 15 hours overall
(2) Minimum 6 hours in each area
(3) Minimum 3 hours Upper Division

University General Studies Requirement

(1 item remaining) Waiting for https://dars.asu.edu/darwinia/bar?job_id=200706041003539&int_seq_no=61
If you have questions regarding the EQ exception, please e-mail your contact in DARS, or e-mail DARS-Q@ASU.edu.

Thank you for using DARSwebAdvisor.