“R” Exception Types
Summary

“R” Exception Types –

- Requirement Modification - RM
- Requirement Substitution – RS
- Required Course Deletion – RD
- Remove Course String – RC
“R” Exception Types
Explanation of fields on Exception Screen

- **PS Name:** Code or pseudoname of the specific sub-requirement that is to be modified is entered in the PSNAME field. This field is required.

- **Exception Note:** All information entered (27 characters) will print on the audit. Indicate the exception, college or department requesting the change, and the date. Special notes, such as number of hours waived or the exception was approved by petition, should be entered. **Example:** THE123/THP110 FA 8/1/07

- **Memo:** Enter pertinent 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. **If transfer courses, enter the original designations of the courses at the home institution, and the name of the home institution.** This does not print on the audit.
Explanation of fields on Exception Screen (cont’d)

- **Course**: Course (prefix & number) to be added (RM), substituted for (RS) or deleted (RD, RC, DT) is entered in the COURSE field. Enter the course prefix and number exactly as follows: three alpha letter prefix, blank space, alpha or numeric suffix (e.g. HST 371 or HST DEC).

- **Replacement Course**: Replacement course (prefix & number) is entered in the Replacement course field in RS exceptions only. The course prefix and number must be entered exactly as follows: three alpha letter prefix, blank space, alpha or numeric suffix (e.g. ASB DEC or AXX 002).
The following fields may be used alone or in conjunction with course entries:

- **Required # of Courses**: In sub-requirements looking for a specific number of courses, the count can be increased or decreased. This is a three digit field. Decrease the count by entering a minus sign (-) and the number to decrease by;

  - For example, enter –001 to change 4 required courses to 3 required. To increase the count, type in the number to be increased by; a plus sign is not needed.

- **Required hours**: In requirements or sub-requirements looking for a certain number of hours, the hours can be increased or decreased. This field has three digits and two decimal places. A minus sign (-) must be entered when decreasing the number of hours, but a plus sign is not needed when increasing hours.

  - For example, enter “–000.67” to allow a 3.3 hour course to satisfy a 4 hour sub-requirement, or enter “003.00” to increase a 15 hour sub-requirement to 18 hours.
Requirement Modification - RM

Courses are added to the sub-requirement, hours or course counts are altered, and/or a note line is added. In the example below, three of the four key fields of an RM exception have been filled out. Click “SaveAdd.”

Add New Exception

Student Number: 10001234567

Requirement Modification

- Exception Code: RM
- Pksname: SPARA2
- Exception Note: PER SPA 02/28/08
- +/- required # of courses:
  - +/- required hours:
  - +/- required GPA:
- +/- max hours:
- Assign condition code: PER B [PLEASE ACCEPT ARE 494 + SLG 404, RELATED FIELDS]

Memo:

Authorized By:
Date:
Last Modified:
By:

SaveAdd  Cancel
The main “Exceptions” Screen will appear. To create a course list for the Exception just initiated, click once anywhere on the exception.

<table>
<thead>
<tr>
<th>Item No</th>
<th>Audit Note</th>
<th>Memo</th>
<th>Exception Code</th>
<th>Pseudo Course</th>
<th>Course</th>
<th>Delete Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>WAIVE COM100 PER COM DE</td>
<td>Student Tested out of Com 100 per A. Jones Copp</td>
<td>RD</td>
<td>COMCARE1</td>
<td>HXX 021</td>
<td>□ Select for Deletion</td>
</tr>
<tr>
<td>5</td>
<td>CLASS EVAL 02/25/08</td>
<td>HST 124 SB &amp; HISTORICAL; PER J DOE</td>
<td>GS</td>
<td></td>
<td></td>
<td>□ Select for Deletion</td>
</tr>
<tr>
<td>6</td>
<td>THP 311 FA 02/28/03</td>
<td>PER M FAY</td>
<td>RM</td>
<td>THEOCARE2</td>
<td></td>
<td>□ Select for Deletion</td>
</tr>
<tr>
<td>7</td>
<td>PER SPA 02/28/08</td>
<td>PER B GLENNER, ACCEPT ARB 494 + SLC 484, RELATED FIELDS</td>
<td>RM</td>
<td>SPARA2</td>
<td></td>
<td>□ Select for Deletion</td>
</tr>
</tbody>
</table>
Select “Add Course” to enter the specific required course.
Seq No: Ignore this field
Course: Fill in the course you wish to have counted in the requirement
RCourse: Ignore
MatchCtl: Ignore

Year/Term Range: An additional field that may be used in the exception to
distinguish between courses with the same course designations (such as POS
DEC or special topics courses) that were taken in different semesters. Enter
the four digit year and the one digit semester code, one space, then the four
digit year and one digit semester code. (i.e. 20077 20077 to limit to only the
course taken in Fall 2007).
To save each course you have entered, click “Add.” In this example, SLC 484 (Fall 2007) and ARB 484 have been added to the sub-requirement. When all the courses have been added, click “Save Course List.”

<table>
<thead>
<tr>
<th>Seq No</th>
<th>Course</th>
<th>RCourse</th>
<th>MatchCtl</th>
<th>Year/Term Range</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SLC 484</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ARB 494</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When finished, click “SaveEdit”

Requirement Modification

Exception Code: RM
Psname: SPARA2
Exception Note: PER SPA 02/28/08
+/- required # of courses: 0
+/- required hours: 0
+/- required GPA: 0
+/- max hours: 0
Assign condition code: PER B GLESSNER, ACCEPT ARB 494 + SLC 494, RELATED FIELDS
Memo: 

Authorized By: 
Date: 
Last Modified: 2008-02-29 15:30:40.0
By: mcntjo

<table>
<thead>
<tr>
<th>Course</th>
<th>Replacement Course</th>
<th>MatchCTL</th>
<th>Year Term Range</th>
<th>Delete Courses</th>
<th>Select for Deletion</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB 494</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLC 484</td>
<td></td>
<td></td>
<td>20077 20077</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Course

SaveEdit  Cancel
Note: The RM exception type can also be used to assign an Upper Division designation to a specific transfer course(s). In the example below, “EXX 001 (ENVS 3020) is a 3 hour class. Those hours will be counted toward the Upper Division Requirement and anywhere in the audit where Upper Division hours are being counted.
**Requirement Substitution - RS**

Course(s) are substituted for other courses on the course list, hours, or course counts are altered, and/or a note line is added.

### Add New Exception

**Student Number:** 10001234567

### Requirement Substitution

<table>
<thead>
<tr>
<th>Exception Code:</th>
<th>RS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pname:</td>
<td>ASBMAJOR1</td>
</tr>
<tr>
<td>Exception Note:</td>
<td>ASB311/ASB 102 LAASB 10/08</td>
</tr>
<tr>
<td>+/- required # of courses:</td>
<td></td>
</tr>
<tr>
<td>+/- required hours:</td>
<td></td>
</tr>
<tr>
<td>+/- required GPA:</td>
<td></td>
</tr>
<tr>
<td>+/- max hours:</td>
<td></td>
</tr>
<tr>
<td>Assign condition code:</td>
<td></td>
</tr>
</tbody>
</table>

**By Petition per N Smith**

**Memo:**  

**Authorized By:**  
**Date:**  
**Last Modified:**  
**By:**
Notice: “Add Course” now appears.
In this example, ASB 102 is the course listed in the first sub-requirement of the Anthropology major. ASB 311 is replacing ASB 102. Click “Add” to save entry. You may enter as many course substitution entries as needed. Click ‘Save Course List” when complete. To delete an entry, click “Delete”.

Note: You no longer have to leave two spaces before entering the Course or Replacement Course prefix and number.
There are additional fields that may also be used in the “R” exception type. The following two fields are used in conjunction with a course entry:

- **MATCHCTL**: To make a course required, enter a value of “R” in the “MATCHCTL” field. The course will then appear with an (R) next to it, indicating that it is required for completion of the sub-requirement. (This is not used in an RD, RC, or DT exception.)

- **Year/Term Range**: To create a date range, use this field to set effective semester(s) for a course. For example, if a course is appropriate for the major only when taught in a particular semester, list the course and use a date range. The date is entered as five digits: 4 digit year and 1 digit term. There is a space between the beginning and ending dates of the range. (This is not used in an RD, RC, or DT exception.)
The RD exception type is used to remove a course, including a required course (R), from a sub-requirement. The course to be deleted is entered in the COURSE field.
SaveAdd, and go back into RD exception to Add Course, after course is entered (no spaces necessary) Click Add, Save Course List, and then SaveEdit.
In this example, COM 100, a required course, is being removed from the first sub-requirement of the Communication major core.
Remove Course String - RC

• The RC exception type is similar to an RD exception type, except that it removes a set of and’d or or’d courses from a sub-requirement.

• Enter just one of the courses to be deleted in the COURSE field.

• For example, the first sub-requirement in the Biology major reads “BIO 187 & BIO 188.” An RC exception using either one of those courses will remove both courses from the course list.

• The number of courses or hours required will not change unless an entry is made in the REQSRQ/REQCT or the Required hours field.
Delete Course with Title - DT

The DT exception type removes a course with title checking. The number of courses or hours required will not change unless an entry is made in the REQSRQ/REQCT or the REQHRS field.
If you have any questions about the “R” Exception Types, please email:

DARS-Q@ASU.EDU

THANK YOU!!