General Studies Exception (GS)

Definition: To assign a General Studies designation to an ***out of state*** Transfer Course after departmental evaluation. Not everyone has access to this exception. Once a GS exception is done for a course, the designation follows the specific course for the student even if they change their major.

Why GS Exception:

- Adding a GS designation to a course that did not receive it after evaluation from department.

Example: A major requirement is looking for a SOC prefix that has an SB designation.

The student transferred in SOC 131 course that received a SOC DEC course and does not have an SB designation.

General Studies Exception (GS)

Definition of RM Fields:

Add GENERAL STUDIES: Assign General Studies codes.

Field	Value
Exception Code	GS
Course	
Year/Term (YYYYT)	
Accept Code 1	
Accept Code 2	
Course Note	
Memo	
Authorized By	XXXXX
Date (YYYY-MM-DD)	2021-05-04
Last Modified	
Last Modified By	

Save   Cancel

Course = Enter the transfer course that will be given the GS

Year/Term = This is required and is the year/term of the course being given GS designation. This is a five-digit number (Year)(Term).   Terms: 1 = Spring, 4 = Summer and 7 = Fall

Accept Code = This is where the DARS code for GS's will be entered. Up to two GS designation codes can be entered per course, one in each field.

Course Note = shows under the description of the course on the audit.

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.

General Studies Exception (GS)

Step 1: From the Student 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 GS 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

General Studies Exception (GS)

Step 3: Fill in the appropriate fields for your exception. Then click "Save".

Add GENERAL STUDIES: Assign General Studies codes.

Exception Code	GS
Course	SOC DEC
Year/Term (YYYYT)	20191
Accept Code 1	S
Accept Code 2	
Course Note	PER WPC EVAL
Memo	CDOWDY SOC DEC for SB per CDhennin
Authorized By	xxxxx
Date (YYYY-MM-DD)	2021-05-04
Last Modified	
Last Modified By	

Save | Cancel

Course field = The out of state transfer course that will be added 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 Range = Required This is a five-digit number (Year)(Term). Terms: 1 = Spring, 4 = Summer and 7 = Fall

DARS GS Condition Codes:

CS = Q
HU = H
L = t
MA = v
SB = S
SG = z
SQ = y
C = c
G = g
H = h

After completing appropriate fields, click "Save".
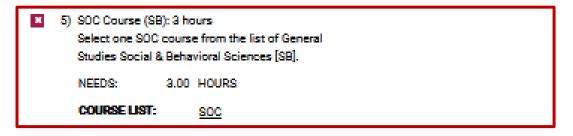
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NOTE: If an out of state transfer course meets three General Studies (GS) designations, since there are only two Accept Code fields per GS exception, an RM exception will need to be completed for the third GS designation for the course.

Step 4: The screen will return to the Exception Tab screen that shows all the exceptions done for that student.

Exceptions

Exceptions to requirements/subrequirements.

Add Exception

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.

Delete

Select All/None

Item No	Audit Note	Memo	Exception Code	PSname	Course	Edit	Delete
1	WPC EVAL 3-24-2020	CDOWDY SOC DEC for OGS	RM	BAPREGENED		☑	☐
2	WPC EVAL 11.16.20	CDHENNIN. COURSE EVALUATED AS STP 226 BY TCG. WILL FULFILL ECN 221 REQUIREMENT.	RS	BAECN221		☑	☐
3	PER WPC EVAL	CDOWDY SOC DEC for SB per CDhennin	GS		SOC DEC	☑	☐

🔒 If present in Edit column, indicates user is not authorized to edit exception.

Step 5: Re-run the audit to make sure that your exception is working.

Before GS exception:

5) SOC Course (SB): 3 hours
Select one SOC course from the list of General
Studies Social & Behavioral Sciences [SB].

NEEDS: 3.00 HOURS

COURSE LIST: SOC

General Studies Exception (GS)

After GS exception:

5) SOC Course (SB): 3 hours
Select one SOC course from the list of General
Studies Social & Behavioral Sciences [SB].

4.00 Hours Earned

SP19	SOC DEC	4.00	TA	Elon U: SOC 131
				SOCIOLOGY THROUGH FILM
				PER WPC EVAL

Course Note showing under course.

The course will populate any requirement looking for that particular GS code:

3) Social - Behavioral Sciences (SB): Minimum 6 hours

13.00 Hours Earned

FA18	ECN 211	3.00	TB	Elon U: ECO 111
				PRINCIPLES OF ECONOMICS
SP19	SOC DEC	4.00	TA	Elon U: SOC 131
				SOCIOLOGY THROUGH FILM
				PER WPC EVAL
FA20	M ECN 212	3.00	A	MICROECONOMIC PRINCIPLES
SP21	W PSY 101	3.00	A+	INTRODUCTION TO PSYCHOLOGY