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:

- **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.

- **Memo** = 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 (YYYY-MM-DD)** = 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** = 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”.

Step 2: Choose the GS exception option from the Exception list or Exception Code.

<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 ‘replace’ 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 MODIFICATION: Add a course to the course list by checking title.</td>
<td>CT</td>
</tr>
<tr>
<td>CHECK TITLE SUBSTITUTION: Replace a course with another by checking title.</td>
<td>RT</td>
</tr>
</tbody>
</table>
General Studies Exception (GS)

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

**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”.
**General Studies Exception (GS)**

**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 Table]

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

**Before GS exception:**

![Exception Example]

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:

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