

## Remove Courses Exception (RC)

**Definition:** An RC exception deletes a series of courses from a course list within a sub-requirement. A series of courses is when a course is “OR’d” or “AND’d” with other courses visible on the graduation audit or the list could be hidden.

### Why an RC exception:

- Courses are needed in another sub-requirement (Minor or 2<sup>nd</sup> Major that cannot share courses)
- Courses no longer offered

Example 1: Any courses that are connected with “OR” or “AND”. EX: BIO 370 OR BIO 385

✘ 5) Additional Major Requirement Course: 3-4 hours,  
C minimum

NEEDS:        3.00 HOURS            1 SET

**COURSE LIST:**    [BIO 303](#) [BIO 312](#) [BIO 320](#) [BIO 331](#) [BIO 351](#) [BIO 353](#) [BIO 360](#) OR [BIO 308](#)  
                         [BIO 370](#) OR [BIO 385](#) [MIC 220](#) & [MIC 206](#)

Example 2: Some courses may have hidden courses attached to it. Advisors would need to contact their college Encoder if the RC exception is pulling in another course that is on the hidden list. EX: FSE 100 (hidden ‘OR’ list – CEE 100 OR CSE 101 OR BME 100.....).

✘ 7) FSE 100: 2 hours

NEEDS:        2.00 HOURS

**COURSE LIST:**    [FSE 100](#)

# Remove Courses Exception (RC)

## Definition of RC Fields:

Add REMOVE COURSES: Delete a series of courses from a course list.

Exception Code	RC
PSname	<input type="text"/>
Exception Note	<input type="text"/>
+/- required # of courses	<input type="text" value="0"/>
+/- required hours	<input type="text" value="0.00"/>
+/- max hours	<input type="text" value="0.00"/>
Memo	<input type="text"/>
Authorized By	<input type="text"/>
Date (YYYY-MM-DD)	<input type="text"/>
Last Modified	
Last Modified By	

Enter the PSname of the sub-requirement you are adjusting. This field is required and must be entered in all CAPS.

Exception Note (27-character MAX will appear in the audit and can explain what or why the exception was completed). EX: BIO 370 per CLAS Eval

These fields can be used to adjust # of courses and hours required for the area. Depending on how the requirement or sub-requirement is coded, you may or may not need to fill in these fields. They are auto filled with "0" and only should be changed if needed.

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.

# Remove Courses Exception (RC)

**Example:** Removing a course from the course list.

5) Additional Major Requirement Course: 3-4 hours,  
C minimum

NEEDS: 3.00 HOURS 1 SET

**COURSE LIST:** [BIO 303](#) [BIO 312](#) [BIO 320](#) [BIO 331](#) [BIO 351](#) [BIO 353](#) [BIO 360](#) OR [BIO 308](#)  
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This sub-requirement requires 3 hours and 1 set of courses. BIO 370 OR BIO 385 is an option.

**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 RC exception option from the Exception list. Click the description or Exception Code.

### Choose an Exception Type

[Return to list of exceptions](#)

Description	Exception Code
<a href="#">REQUIREMENT MODIFICATION: Adjust course lists, adjust hours, adjust counts, add a note line.</a>	RM
<a href="#">REQUIREMENT SUBSTITUTION: Replace a course with another within a subrequirement.</a>	RS
<a href="#">REMOVE COURSES: Delete a series of courses from a course list.</a>	RC
<a href="#">REQUIREMENT DELETION: Delete one course from a course list.</a>	RD
<a href="#">WAIVE HOURS: Waive hours in a subrequirement.</a>	WH
<a href="#">COLLAPSE REQUIREMENT: Force a subrequirement to completion.</a>	CR

## Remove Courses Exception (RC)

**Step 3:** Fill in the appropriate fields for your exception. Then click “Add Course” to add the course to the exception.

Add REMOVE COURSES: Delete a series of courses from a course list.

Exception Code	RC
PSname	<input type="text" value="BSCLAB"/>
Exception Note	<input type="text" value="SOLS Eval 3/4/21"/>
+/- required # of courses	<input type="text" value="0"/>
+/- required hours	<input type="text" value="0.00"/>
+/- max hours	<input type="text" value="0.00"/>
Memo	<input type="text" value="BIO 370 will apply towards&lt;br/&gt;Upper Division Major lab"/>
Authorized By	<input type="text"/>
Date (YYYY-MM-DD)	<input type="text"/>
Last Modified	
Last Modified By	
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="button" value="Add Course"/>	<input type="button" value="Remove"/>

Select All/None

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
No courses found						

After completing appropriate fields click “Add Course”.

## Remove Courses Exception (RC)

**Step 4:** Type in the course that will be removed from the “Course List.”

The screenshot shows a form titled "Add Course" with four input fields: "Course", "Replacement Course", "Match Control", and "Year Term Range". The "Course" field contains the text "BIO 370". Below the fields are two buttons: "Add To List" (highlighted in yellow) and "Return". Red arrows point from the "Add To List" button to a text box below, and from the "Course" field to a larger text box on the right. A bracket on the right side of the form groups the "Replacement Course", "Match Control", and "Year Term Range" fields.

Enter the course as ##ABC#123 (2 blank spaces, 3-letter prefix, blank space, 3-digit suffix).

**Course field** = The first course listed from the ‘OR’ or ‘AND’ course list that is no longer needed/wanted for the sub-requirement.

**Replacement Course** = Not needed for the RC exception. Leave this section blank

**Match Control** = Not needed for the RC exception. Leave this section blank.

**Year Term Range** = Not needed for the RC exception. Leave this section blank

Click “Add to List”.

Once the course has been added it will show up on the course list for the exception.

The screenshot shows a table with the following columns: "#", "Course", "Replacement Course", "Match Control", "Year Term Range", "Edit", and "Remove". The first row contains the data: "1", "BIO 370", and empty cells for the other columns. The "Edit" column has a pencil icon, and the "Remove" column has a square icon. In the top right corner of the table area, there is a yellow "Remove" button and a link "Select All/None".

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	BIO 370					<input type="checkbox"/>

## Remove Courses Exception (RC)

**Step 5:** When the course is added, click “Return”.

**Add Course**

Course:

Replacement Course:

Match Control:

Year Term Range:

Click “Return”.

[Select All/None](#)

▲ #	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	BIO 370				<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Step 6:** After returning to the RC exception fields page, click “Save” to save your exception. The screen will return to the Exception Tab screen that shows all the exceptions done for that student.

[Select All/None](#)

▲ #	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	BIO 370				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click on the “Save” button.

# Remove Courses Exception (RC)

**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.

Item No	Audit Note	Memo	Exception Code	PSname	Course	Edit	Delete
1	SOLS Eval 3/4/21	BIO 370 will apply towards Upper Division Major lab	<u>RC</u>	BSCLAB		<input type="checkbox"/>	<input type="checkbox"/>

[Delete](#)  
Select All/None

Edit  Delete

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

**Step 7:** Re-run the audit to ensure the RC exception is working.

Before RC exception:

✖ 5) Additional Major Requirement Course: 3-4 hours,  
C minimum

NEEDS:        3.00 HOURS            1 SET

**COURSE LIST:**    [BIO 303](#) [BIO 312](#) [BIO 320](#) [BIO 331](#) [BIO 351](#) [BIO 353](#) [BIO 360](#) OR [BIO 308](#)  
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After RC exception:

✖ 5) Additional Major Requirement Course: 3-4 hours,  
C minimum

NOTE: SOLS Eval 3/4/21

NEEDS:        3.00 HOURS            1 SET

**COURSE LIST:**    [BIO 303](#) [BIO 312](#) [BIO 320](#) [BIO 331](#) [BIO 351](#) [BIO 353](#) [BIO 360](#) OR [BIO 308](#)  
  [MIC 220](#) & [MIC 206](#)

BIO 370 OR BIO 385 is no longer on the course list. The Note field is also appearing on the audit (NOTE: SOLS Eval 3/4/21).