Requirement Deletion Exception (RD)

**Definition:** An RD exception deletes one course from a course list within a sub-requirement. The course can also be part of an “OR’d” or “AND’d” list.

**Why an RD exception:**
- Courses are needed in another sub-requirement (Minor or 2nd Major that cannot share courses)
- Courses no longer offered

Example: Any course listed in the course list or part of an “OR’d” or “AND’d” grouping.

Single courses

<table>
<thead>
<tr>
<th>1) Foundations of Psychological Science - 3 Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEEDS: 3 COURSES</td>
</tr>
<tr>
<td>COURSE LIST: PSY 101, PSY 230(R), PSY 290(R)</td>
</tr>
</tbody>
</table>
## Requirement Deletion Exception (RD)

### Definition of RD Fields:

- **Exception Code**: RD

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

- **PSname**: 

**Exception Note (27-character MAX will appear in the audit and can explain what or why the exception was completed).** EX: PSY 230 no longer req.

- **+/- required # of courses**: 0

**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.**

- **+/- required hours**: 0.00

- **+/- max hours**: 0.00

**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.

- **Memo**: 

- **Authorized By**: Imayer

**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.

- **Date (YYYY-MM-DD)**: 2021-05-03

- **Last Modified**: 

**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.
Requirement Deletion Exception (RD)

Example: Removing a course from the course list.

This sub-requirement is coded to Need 3 courses. The course list contains PSY 101, PSY 230 (R) and PSY 290 (R). The “R” represents that the course and only that course is required. The PSY 101 is also required but may have a hidden “OR’d” course attached to it.

Step 1: From the Students DARS home page, click the “Exceptions” Tab, then click “Add Exception”.

Step 2: Choose the RD exception option from the Exception list or Exception Code.
Requirement Deletion Exception (RD)

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

The requirement NEEDS 3 courses. The RD exception is taking a course off the list. By entering -1 in the +/- required # of hours, the requirement will now only be looking for 2 courses rather than 3.

After completing appropriate fields, click the Add Course button.

No courses found
**Requirement Deletion Exception (RD)**

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

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

- **Course field** = The course that will be deleted from the course list that is no longer needed for the sub-requirement.
- **Replacement Course** = Not needed for the RD exception. Leave this section blank.
- **Match Control** = Not needed for the RD exception. Leave this section blank.
- **Year Term Range** = Not needed for the RD exception. Leave this section blank.

Click “Add to List”.

Once the course has been added, it will be removed from the course list. If multiple courses need to be removed from a sub-requirement course list, they can be added in the same exception by using the “Add to List” button shown in Step 4.
Requirement Deletion Exception (RD)

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

Step 6: After returning to the RD exception fields page, click “Save” to save your exception. The screen will return to the Exception Tab screen that displays all the exceptions done for that student.
Step 7: Re-run the audit to ensure the RD exception is working.

Before RD exception:

- **1) Foundations of Psychological Science - 3 Courses**
  - NEEDS: 3 COURSES
  - COURSE LIST: PSY 101, PSY 230(R), PSY 290(R)

After RD exception:

- **1) Foundations of Psychological Science - 3 Courses**
  - NOTE: CRJ 303 for PSY 230
  - NEEDS: 2 COURSES
  - COURSE LIST: PSY 101, PSY 290(R)

PSY 230 is no longer on the course list. The NEEDS is down to 2 courses.

**CAUTION:** Be aware that even if the sub-requirement completes with the RD exception, the overall requirement may not, and could need another exception at the requirement level. Please contact the college Encoder for more direction if this occurs.

**NOTE:** This RD example is from a minor requirement. Some major requirements cannot share courses with minor requirements. In order for CRJ 303 to stay within the major, the RD exception was completed to show that CRJ 303 is substituting for PSY 230.
Requirement Deletion Exception (RD)

Example of “AND’d” courses

Before RD exception:

<table>
<thead>
<tr>
<th>1) EXW 215 and EXW 217: 6 hours, C minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEEDS: 6.00 HOURS</td>
</tr>
<tr>
<td>COURSE LIST:</td>
</tr>
<tr>
<td>EXW 215</td>
</tr>
<tr>
<td>Or take: EXW 214 &amp; EXW 216 &amp; EXW 218</td>
</tr>
</tbody>
</table>

After RD exception (Course EXW 216 -2 hours):

<table>
<thead>
<tr>
<th>1) EXW215 and EXW 217: 6 hours, C minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTE: EXW 216 no longer offered</td>
</tr>
<tr>
<td>NEEDS: 4.00 HOURS</td>
</tr>
<tr>
<td>COURSE LIST:</td>
</tr>
<tr>
<td>EXW 215</td>
</tr>
<tr>
<td>Or take: EXW 214 &amp; EXW 218</td>
</tr>
</tbody>
</table>

EXW 216 is no longer on the course list. The NEEDS is down to 4 hours.

**CAUTION**: Be aware that even if the sub-requirement completes with the RD exception, the overall requirement may not, and could need another exception at the requirement level. Please contact the college Encoder for more direction if this occurs.