

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

	1) Foundations of Psychological Science - 3 Courses
NEEDS:	3 COURSES
COURSE LIST:	<u>PSY 101</u> <u>PSY 230(R)</u> <u>PSY 290(R)</u>

Requirement Deletion Exception (RD)

Definition of RD Fields:

Add REQUIREMENT DELETION: Delete one course from a course list.

Exception Code	RD
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" value="lmayer"/>
Date (YYYY-MM-DD)	<input type="text" value="2021-05-03"/>
Last Modified	<input type="text"/>
Last Modified By	<input type="text"/>

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: PSY 230 no longer req.

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.

Requirement Deletion Exception (RD)

Example: Removing a course from the course list.

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

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”.

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 RD 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

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.

Edit REQUIREMENT DELETION: Delete one course from a course list.

Exception Code	RD
PSname	PGSMIN1
Exception Note	CRJ 303 for PSY 230
+/- required # of courses	-1
+/- required hours	0.00
+/- max hours	0.00
Memo	PSY 230 isn't necessary since CRJ 303 has been taken.
Authorized By	XXXXXX
Date (YYYY-MM-DD)	2021-05-03
Last Modified	2021-05-03 11:31 AM
Last Modified By	lmayer

[Select All/None](#)

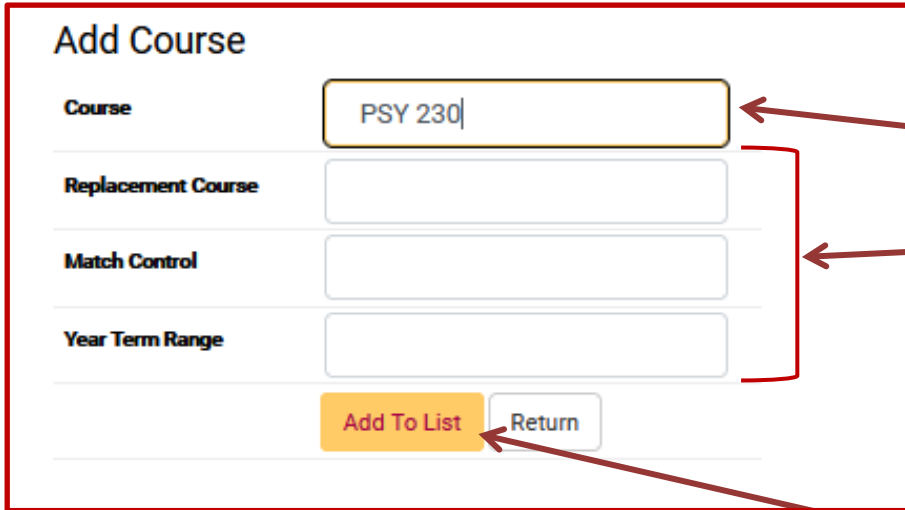
▲ #	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
No courses found						

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.

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Step 4: Type in the course that will be deleted 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 "PSY 230". Below the fields are two buttons: "Add To List" (highlighted in orange) and "Return". Red arrows point from the "Add To List" button to a text box on the right, and from the "Course" field to another 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 course that will be deleted from the course list that is no longer needed for the sub-requirement.

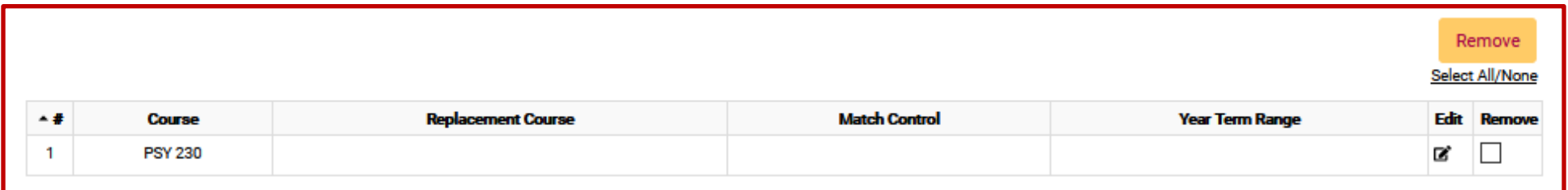
Replacement Course = Not needed for the RD exception. Leave this section blank.

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.



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", "PSY 230", and empty cells for the other columns. In the "Edit" column, there is a pencil icon. In the "Remove" column, there is a checkbox. Above the table, there is a "Remove" button (highlighted in orange) and a link "Select All/None".

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	PSY 230					<input type="checkbox"/>

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

The screenshot shows the 'Add Course' form with the following fields: Course, Replacement Course, Match Control, and Year Term Range. Below the fields are two buttons: 'Add To List' and 'Return'. A red arrow points to the 'Return' button, and a callout box contains the text 'Click “Return”.'. Below the form is a green notification bar that says '1 course was added.'. At the bottom right, there is a 'Remove' button and a link 'Select All/None'. Below the notification bar is a table with the following data:

▲ #	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	PSY 230					<input type="checkbox"/>

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.

The screenshot shows the 'Add Course' form with the following fields: Course, Replacement Course, Match Control, and Year Term Range. Below the fields are two buttons: 'Add Course' and 'Save'. A red arrow points to the 'Save' button, and a callout box contains the text 'Click “Save”.'. Below the form is a green notification bar that says '1 course was added.'. At the bottom right, there is a 'Remove' button and a link 'Select All/None'. Below the notification bar is a table with the following data:

▲ #	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	PSY 230					<input type="checkbox"/>

Requirement Deletion Exception (RD)

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	CRJ 303 for PSY 230	PSY 230 isn't necessary since CRJ 303 has been taken	RD	PGSMIN1		<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Delete](#)
[Select All/None](#)

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

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:

✖ 1) EXW 215 and EXW 217: 6 hours, C minimum

NEEDS: 6.00 HOURS

COURSE LIST: EXW 215 EXW 217

Or take: EXW 214 & EXW 216 & EXW 218

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

✖ 1) EXW 215 and EXW 217: 6 hours, C minimum

NOTE: EXW 216 no longer offered

NEEDS: 4.00 HOURS

COURSE LIST: EXW 215 EXW 217

Or take: EXW 214 & EXW 218

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.