Requirement Substitution Exception (RS)

**Definition:** An RS exception is a course-for-course exception within a sub-requirement.

**Why an RS Exception:**

- Substituting one course for another on the sub-requirement list
- Adjust hours
- Adjust course count
- Add a note line

**Example:** Replacing a required course with a different course the department evaluated to substitute for required course.

- The major requires HCD 300 or PBH 300.
- The advisor reviews the student’s degree audit and finds a course that can substitute for HCD 300. In this case the exception will be done with STP 231.
Definition of RS Fields:

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: STP 231 for HCD 300

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

Step 2: Choose the RS exception option from the Exception list or Exception Code.
**Requirement Substitution Exception (RS)**

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

### Add REQUIREMENT SUBSTITUTION: Replace a course with another within a subrequirement.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception Code</td>
<td>RS</td>
</tr>
<tr>
<td>P# name</td>
<td>HCD300</td>
</tr>
<tr>
<td>Exception Note</td>
<td>STP 231 for HCD 300</td>
</tr>
<tr>
<td>+/- required # of courses</td>
<td>0</td>
</tr>
<tr>
<td>+/- required hours</td>
<td>0.00</td>
</tr>
<tr>
<td>+/- required GPA</td>
<td>0.000</td>
</tr>
<tr>
<td>+/- max hours</td>
<td>0.00</td>
</tr>
<tr>
<td>+/- max # of courses</td>
<td>0</td>
</tr>
<tr>
<td>Assign Condition Code</td>
<td>per CHS EVAL STP 231 fpr HCD 300</td>
</tr>
</tbody>
</table>
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Step 4: Type in the course that will become part of the “Course List”.

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

**Course field** = The ASU course that is required for the sub-requirement and is on the course list.

**Replacement Course** = The ASU or transfer course that will substitute for the required course.

**Match Control** = Can be used when requiring courses to be “OR’d” or “AND’d” for the sub-requirement list. Please contact your college Encoder for more instruction.

**Year Term Range** = Not needed in most cases for the RS exception. Leave this section blank, unless the course being used is a repeatable course (ex: ASB 494) or a transfer course with the same prefix/suffix (ex: BIO DEC). This is a five-digit number (Year)(Term).

Terms: 1 = Spring, 4 = Summer and 7 = Fall

Once the course has been added it will show up on the course list for the exception.
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Step 5: When the course is added, click “Return”.

NOTE: If there are more course-for-course substitutions in the same sub-requirement, click the “Add to List” button and repeat Step 4.

Click “Return” once you have added all the course(s).
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Step 6: After returning to the RS 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.

Click the “Save” button.

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.
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Step 7: Re-run the audit to make sure that your exception is working.

Before RS Exception:

![Before RS Exception](image)

After RS exception (but prior to the course being taken):

![After RS Exception](image)

When the course was completed:

![When the course was completed](image)