


# 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.

 2) HCD 300 (CS): 3 hours, C minimum
NEEDS: 3.00 HOURS
COURSE LIST: <u>HCD 300</u> OR <u>PBH 300</u>

The major requires HCD 300 or PBH 300.

FA19	M	STP 231	3.00	A	STATISTICS FOR BIOSCIENCES
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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.

# Requirement Substitution Exception (RS)

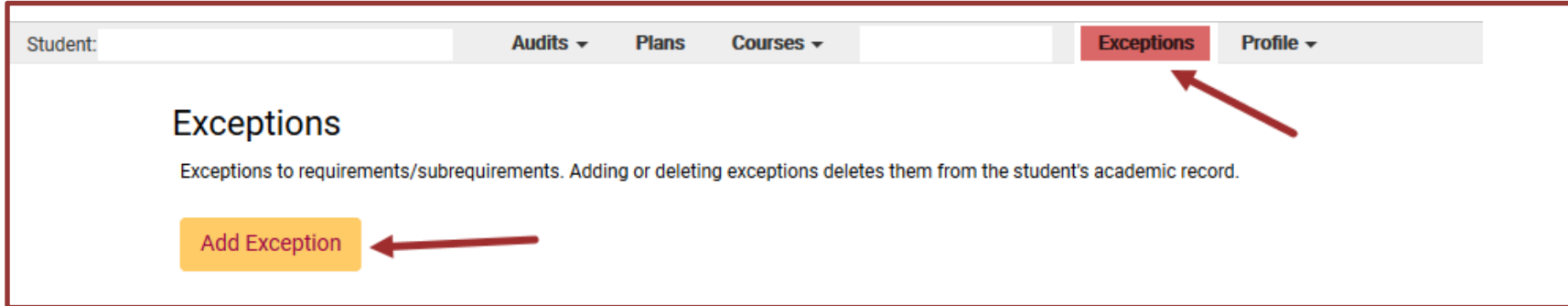
## Definition of RS Fields:

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

Exception Code	RS	
PSname	<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	<input type="text"/>	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
+/- required # of courses	<input type="text" value="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	<input type="text" value="0.00"/>	
+/- required GPA	<input type="text" value="0.000"/>	
+/- max hours	<input type="text" value="0.00"/>	
+/- max # of courses	<input type="text" value="0"/>	
Assign Condition Code	<input type="text"/>	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	<input type="text"/>	
Authorized By	<input type="text"/>	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)	<input type="text" value="2021-05-04"/>	
Last Modified	<input type="text"/>	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.
Last Modified By	<input type="text"/>	

# Requirement Substitution Exception (RS)

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



The screenshot shows the Student DARS home page navigation bar with tabs for Audits, Plans, Courses, Exceptions, and Profile. The 'Exceptions' tab is highlighted in red, and a red arrow points to it. Below the navigation bar, the page title is 'Exceptions' with a subtitle: 'Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.' A yellow button labeled 'Add Exception' is located below the subtitle, with a red arrow pointing to it.

**Step 2:** Choose the RS exception option from the Exception list 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
<a href="#">GENERAL STUDIES: Assign General Studies codes.</a>	GS
<a href="#">COURSE SUBSTITUTION: Assign condition codes or globally 'replace' a course with another.</a>	CS
<a href="#">COURSE FORCE: Force a course into a subrequirement.</a>	CF
<a href="#">CHECK TITLE MODIFICATION: Add a course to the course list by checking title.</a>	CT
<a href="#">CHECK TITLE SUBSTITUTION: Replace a course with another by checking title.</a>	RT

## 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.

Exception Code	RS
PSname	HCD300
Exception Note	STP 231 for HCD 300
+/- required # of courses	0
+/- required hours	0.00
+/- required GPA	0.000
+/- max hours	0.00
+/- max # of courses	0
Assign Condition Code	
Memo	per CHS EVAL STP 231 fpr HCD 300
Authorized By	XXXXX
Date (YYYY-MM-DD)	2021-05-04
Last Modified	
Last Modified By	

Save Cancel

Add Course

After completing appropriate fields, click “Add Course”

# Requirement Substitution Exception (RS)

**Step 4:** Type in the course that will become part of the “Course List”.

The screenshot shows a form titled "Add Course" with the following fields and buttons:

- Course:** Input field containing "HCD 300".
- Replacement Course:** Input field containing "STP 231".
- Match Control:** Empty input field.
- Year Term Range:** Empty input field.
- Buttons:** "Add To List" (orange) and "Return" (white).

Red arrows point from the "Add To List" button to a callout box below, and from the "Course" and "Replacement Course" fields to a larger callout box on the right.

Click the “Add to List” button.

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.

The screenshot shows a table with the following columns: #, Course, Replacement Course, Match Control, Year Term Range, Edit, and Remove. A "Remove" button and "Select All/None" link are also visible.

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	HCD 300	STP 231			<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Requirement Substitution Exception (RS)

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

### Add Course

Course:

Replacement Course:

Match Control:

Year Term Range:

1 course was added.

[Select All/None](#)

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	HCD 300	STP 231			<input checked="" type="checkbox"/>	<input type="checkbox"/>

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).

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	HCD 300	STP 231			<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Requirement Substitution Exception (RS)

**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.

Save Cancel

Add Course Remove

Select All/None

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	HCD 300	STP 231			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click the “Save” button.

### Exceptions

Exceptions to requirements/subrequirements.

Add Exception

Delete

Select All/None

Item No	Audit Note	Memo	Exception Code	PSname	Course	Edit	Delete
1	STP 231 for HCD 300	per CHS EVAL STP 231 for HCD 300	RS	HCD300		<input checked="" type="checkbox"/>	<input type="checkbox"/>


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.

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


## Requirement Substitution Exception (RS)

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


Before RS Exception:

 2) HCD 300 (CS): 3 hours, C minimum
NEEDS: 3.00 HOURS
COURSE LIST: <u>HCD 300</u> OR <u>PBH 300</u>

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

 2) HCD 300 (CS): 3 hours, C minimum
NOTE: STP 231 for HCD 300
NEEDS: 3.00 HOURS
COURSE LIST: <b>STP 231</b> OR <u>PBH 300</u>

When the course was completed:

 2) HCD 300 (CS): 3 hours, C minimum
NOTE: CHS EVAL
3.00 Hours Earned
FA19 M STP 231 3.00 A STATISTICS FOR BIOSCIENCES