Check Title Substitution Exception (RT)

Definition: An RT exception replaces a course with another by checking the title. This exception is an RS exception but uses the title of the course to populate the sub-requirement. This exception is used for ASU omnibus/special topics course or Transfer courses that have the same prefix/suffix.

Why an RT Exception:

- Need a specific omnibus course title in a sub-requirement to replace a specific course in the same sub-requirement.
- Need a specific course that has multiple prefix/suffix with same year/term in a sub-requirement to replace a specific course in the same sub-requirement.

Example: Exceptions needed for 4 different sub-requirements within the major by using 4 different BIO DEC transfer courses.

FA11	BIO DEC	4.00	TA	>#	SIRUofPa: BIOL 104 PRINCIPLES OF BIOLOGY WITH LA
SP12	BIO DEC	4.00	TC	>#	SIRUofPa: BIOL 201 GENERAL BOTANY WITH LAB
FA13	BIO DEC	4.00	TA	>#	U Pitt: BIOL 0350 GENETICS
FA13	BIO DEC	3.00	TA	>#	U Pitt: BIOL 0360 CELL BIOLOGY
FA13	BIO DEC	1.00	TA	>#	U Pitt: BIOL 0361 CELL BIOLOGY LABORATORY
SP14	BIO DEC	3.00	TA	>#	U Pitt: BIOL 1125 ANIMAL PHYSIOLOGY
SP14	BIO DEC	3.00	TA	>#	U Pitt: BIOL 1197 ECOLOGY OF INFECTIOUS DISEASE
SU16	BIO DEC	4.00	TP	>#	MILITARY: AR 08010036 SOCM

Check Title Substitution Exception (RT)

☒ 3) BIO 340: 4 hours, C minimum

NEEDS: 4.00 HOURS

COURSE LIST: BIO 340

☒ 4) BIO 345: 3 hours, C minimum

NEEDS: 3.00 HOURS

COURSE LIST: BIO 345

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

NEEDS: 3.00 HOURS 1 SET

COURSE LIST: BCH 361 BIO 303 BIO 312 OR PHI 320 OR BIO 311 OR HPS 340 OR HPS 314 OR PHI 314 BIO 320 BIO 331 BIO 351 BIO 353 BIO 360 OR BIO 308 BIO 370 OR BIO 385 BIO 416 OR HPS 410 MIC 220 & MIC 206

☒ 6) Upper Division Additional Major Requirement Course: 12 hours, C minimum

NEEDS: 12.00 HOURS 4 COURSES

COURSE LIST: BCH 361 BIO 303 BIO 312 OR PHI 320 OR BIO 311 OR HPS 340 OR HPS 314 OR PHI 314 BIO 320 BIO 331 BIO 351 BIO 353 BIO 360 OR BIO 308 BIO 370 OR BIO 385 BIO 416 OR HPS 410

Check Title Substitution Exception (RT)

Definition of RT Fields:

Add CHECK TITLE SUBSTITUTION: Replace a course with another by checking title.

Field	Value
Exception Code	RT
Course	
Year/Term (YYYYT)	
Course to be replaced	
Accept Code 1	
Accept Code 2	
Course Title	
Memo	
Authorized By	
Date (YYYY-MM-DD)	2021-05-05
Last Modified	
Last Modified By	

Save   Cancel

Course field = The course being to the sub-requirement course list. Enter the course as ##ABC#123 (2 blank spaces, 3-letter prefix, blank space, 3-digit suffix).

Year/Term field = This is not required because it is a course for course exception. It is a 5-digit number (Year)(Term). Ex: Fall 2017 = 20177 Terms: Spring = 1, Summer = 4, and Fall = 7

Courses to be replaced = Enter the PSNAME of the sub-requirement you are adjusting. This field is required and mush be entered in all CAPS.

Course Title = Enter Course Title exactly as it appears in the audit. ALL CAPS or partial caps, including transfer institution, any misspellings and/or spacing irregularities, and is limited to 27 characters, including spaces. For titles that exceed 27 characters, insert an asterisk (*) at the front, no space, and then type as much of the title as the field allows. Using the copy and paste process helps.
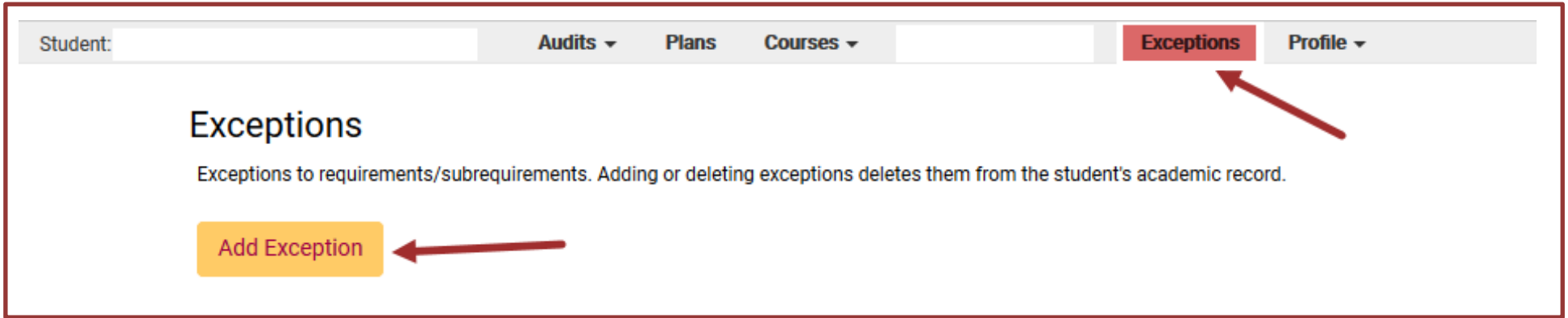
The Memo area is used to detail what and why the exception was completed. This memo can help other university staff understand why an exception was created. This memo does not show up on the audit.

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.

Check Title Substitution Exception (RT)

Step 1: From the Students DARS home page, click the "Exceptions" Tab, then click the "Add Exception".
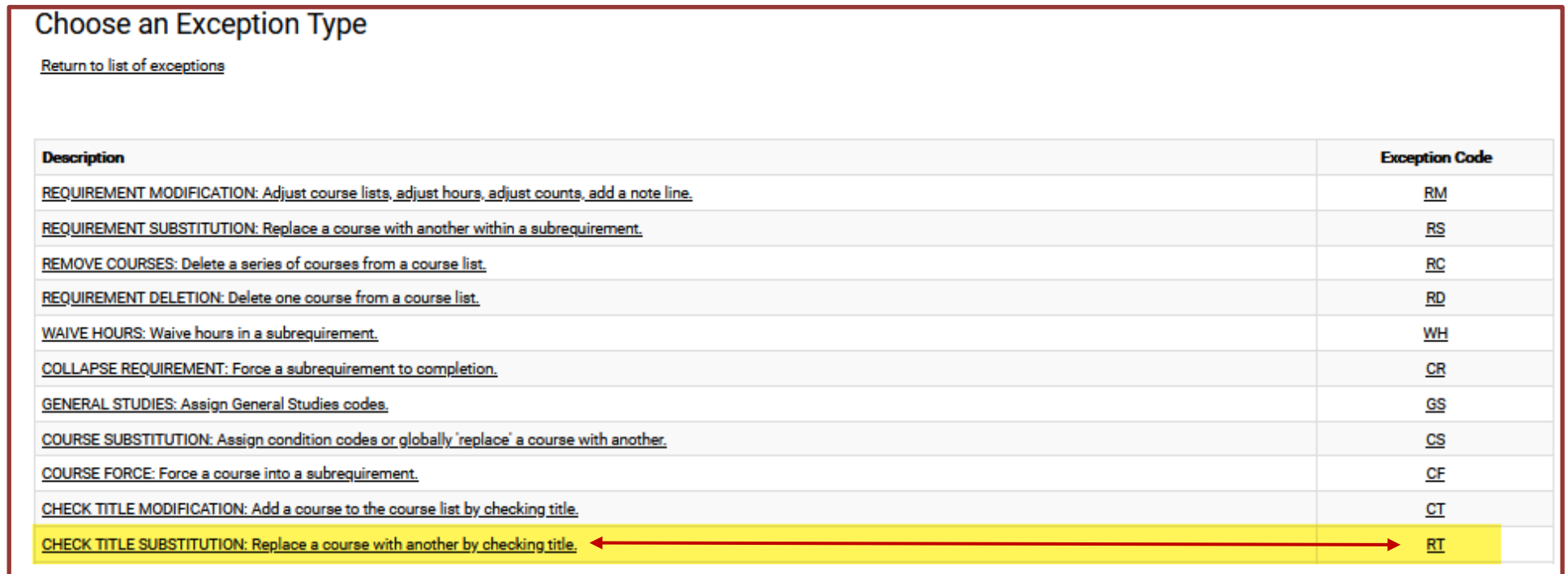
| Student: | | Audits ▾ | Plans | Courses ▾ | | Exceptions | Profile ▾ |

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

Step 2: Choose the RT 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
WAIVE HOURS: Waive hours in a subrequirement.	WH
COLLAPSE REQUIREMENT: Force a subrequirement to completion.	CR
GENERAL STUDIES: Assign General Studies codes.	GS
COURSE SUBSTITUTION: Assign condition codes or globally 'replace' a course with another.	CS
COURSE FORCE: Force a course into a subrequirement.	CF
CHECK TITLE MODIFICATION: Add a course to the course list by checking title.	CT
CHECK TITLE SUBSTITUTION: Replace a course with another by checking title.	RT

Check Title Substitution Exception (RT)

Step 3: Fill in the appropriate fields for your exception. Then click "Save" to add the course to the exception.

Add CHECK TITLE SUBSTITUTION: Replace a course with another by checking title.

Exception Code	RT
Course	BIO DEC
Year/Term (YYYYT)	
Course to be replaced	BIO 340
Accept Code 1	
Accept Code 2	
Course Title	U Pitt: BIOL 0350
Memo	BIO DEC Genetics (UPitt: BIOL 3050 for Major Area 3
Authorized By	XXXXX
Date (YYYY-MM-DD)	2021-05-05
Last Modified	
Last Modified By	

Save   Cancel

After completing appropriate fields, click "Save".

Check Title Substitution Exception (RT)

Step 4: The screen will return to the Exception Tab that displays all the exceptions done for that student. If more RT exceptions are needed, repeat Steps 2 and 3.

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.

Delete

Select All/None

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		✎	☐
2	U Pitt: BIOL 0350	BIO DEC Genetics (UPitt: BIOL 3050 for Major Area 3	RT		BIO DEC	✎	☐

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

Exceptions

Exceptions to requirements/subrequirements.

Add Exception

Delete

Select All/None

Item No	Audit Note	Memo	Exception Code	PSname	Course	Edit	Delete
1	U Pitt: BIOL 1125	BIO DEC Animal Physiology (U Pitt: BIOL 1125) for Major Area 6	RT		BIO DEC	✎	☐
2	CRJ 303 for PSY 230	PSY 230 isn't necessary since CRJ 303 has been taken	RD	PGSMIN1		✎	☐
3	U Pitt: BIOL 0350	BIO DEC Genetics (UPitt: BIOL 3050 for Major Area 3	RT		BIO DEC	✎	☐
4	U Pitt: BIOL 0360	BIO DEC Cell Biology (U Pitt: BIOL 0360) For Major Area 6	RT		BIO DEC	✎	☐
5	U Pitt: BIOL 0361	BIO DEC Cell Biology Lab (U Pitt: BIOL 0361) for Major Area 7	RT		BIO DEC	✎	☐

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

Check Title Substitution Exception (RT)

Step 5: Re-run the audit to ensure the RT exception is working.

Before the RT exception(s):

3) BIO 340: 4 hours, C minimum

    NEEDS: 4.00 HOURS

    COURSE LIST: BIO 340

4) BIO 345: 3 hours, C minimum

    NEEDS: 3.00 HOURS

    COURSE LIST: BIO 345

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

    NEEDS: 3.00 HOURS   1 SET

    COURSE LIST: BCH 361 BIO 303 BIO 312 OR PHI 320 OR BIO 311 OR HPS 340 OR HPS 314 OR PHI 314 BIO 320 BIO 331 BIO 351 BIO 353 BIO 360 OR BIO 308 BIO 370 OR BIO 385 BIO 416 OR HPS 410 MIC 220 & MIC 206

6) Upper Division Additional Major Requirement Course: 12 hours, C minimum

    NEEDS: 12.00 HOURS   4 COURSES

    COURSE LIST: BCH 361 BIO 303 BIO 312 OR PHI 320 OR BIO 311 OR HPS 340 OR HPS 314 OR PHI 314 BIO 320 BIO 331 BIO 351 BIO 353 BIO 360 OR BIO 308 BIO 370 OR BIO 385 BIO 416 OR HPS 410

Check Title Substitution Exception (RT)

After the RT exception(s):

✅ 3) BIO 340: 4 hours, C minimum

            NOTE: BIOL 0350 = BIO 340

     4.00 Hours Earned

| FA13 | BIO DEC | | 4.00 | TA | U Pitt: BIOL 0350
GENETICS
Matched as: BIO 340 |

✅ 4) BIO 345: 3 hours, C minimum

     3.00 Hours Earned

| SU19 | M BIO 345 | | 3.00 | A | EVOLUTION |

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

            NOTE: SOLS EVAL 1/23/19

     4.00 Hours Earned   0 SETS TAKEN

| FA14 | MIC DEC | | 4.00 | TB | U Pitt: BIOL 1185
MICROBIOLOGY |

✅ 6) Upper Division Additional Major Requirement Course: 12 hours, C minimum

     12.00 Hours Earned   4 Courses

FA13	BIO DEC		3.00	TA	U Pitt: BIOL 0360 CELL BIOLOGY Matched as: BIO 353
SP14	BIO DEC		3.00	TA	U Pitt: BIOL 1125 ANIMAL PHYSIOLOGY Matched as: BIO 360
SP20	M PHI 314		3.00	A	PHILOSOPHY OF SCIENCE
FA20	M BIO 320		3.00	A	FUNDAMENTALS OF ECOLOGY

✅ 7) Major Laboratory/Research Course: 1-4 hours, C minimum

            NOTE: SOLS EVAL 3/2/2021

     1.00 Hour Earned   1 SET TAKEN

| FA13 | BIO DEC | | 1.00 | TA | U Pitt: BIOL 0361
CELL BIOLOGY LABORATORY
Matched as: BIO 357 |

A RT exception matches the titled course with the PSname. Once a course is "matched" with a PSname you can no longer do an exception for that course for other sub-requirements. Contact your college Encoder for more information.