Requirement Modification Exception (RM)

Definition: An RM exception adjusts a requirement or sub-requirement. This is one of the most common exceptions that will be used to update a graduation audit.

Why an RM Exception:

- Adjust course lists
- Adjust hours
- Adjust course count
- Add a note line

Example: Adding a course to a sub-requirement course list. Course can be an ASU or transfer course.

2) Foundations of Psychological Science: 3 hours
PSY 230 (CS): 3 hours, C minimum

NEEDS: 3.00 HOURS

COURSE LIST: PSY 230

The major requires PSY 230. It is listed in the major area of the degree audit.

SP15   STP 226   3.00   TB   LA CC DT: MATH 227
STATISTICS

The advisor reviews the student's degree audit and finds a course that can substitute for PSY 230. In this case a transfer course that has articulated to ASU as STP 226.

Requirement Modification Exception (RM)

Definition of RM Fields:

Add REQUIREMENT MODIFICATION: Adjust course lists, adjust hours, adjust counts, add a note line.

Exception Code	RM
PSname	[ ]
Exception Note	[ ]
+/- required # of courses	0
+/- required hours	0.00
+/- required GPA	0.000
+/- max hours	0.00
+/- max # of courses	0
Assign condition code	[ ]
Memo	[ ]
Authorized By	XXXXX
Date (YYYY-MM-DD)	2021-05-04
Last Modified	
Last Modified By	

Save   Cancel

Enter the PSname of the sub-requirement you are adjusting. This field is required and mush 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 226 for PSY 230

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 th4e exception is saved. If the exception is edited after it has been saved, these fields will update with the ASURITE ID and date.

Requirement Modification Exception (RM)

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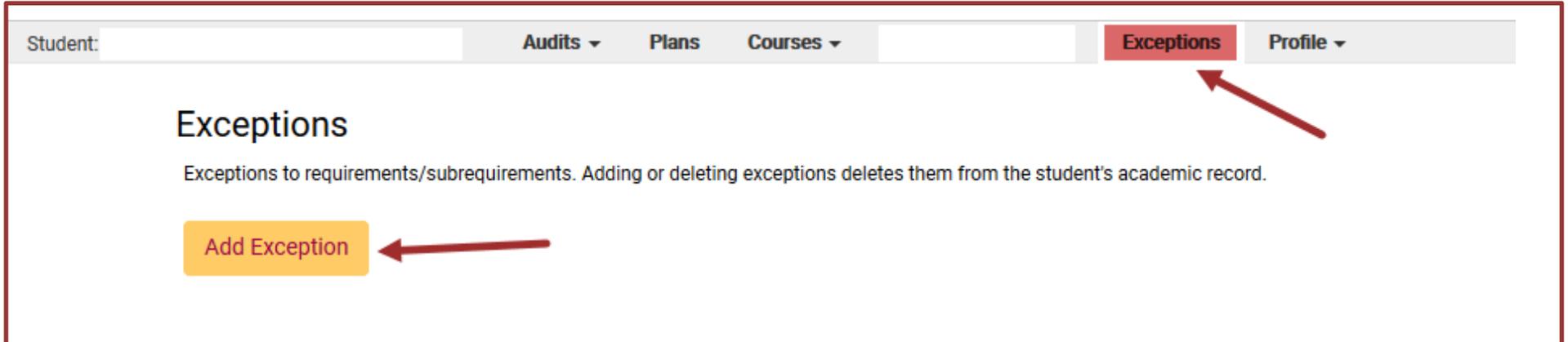
Student:		Audits ▾	Plans	Courses ▾		**Exceptions**	Profile ▾

Exceptions

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

Add Exception

Step 2: Choose the RM exception option from the Exception list or Exception Code.
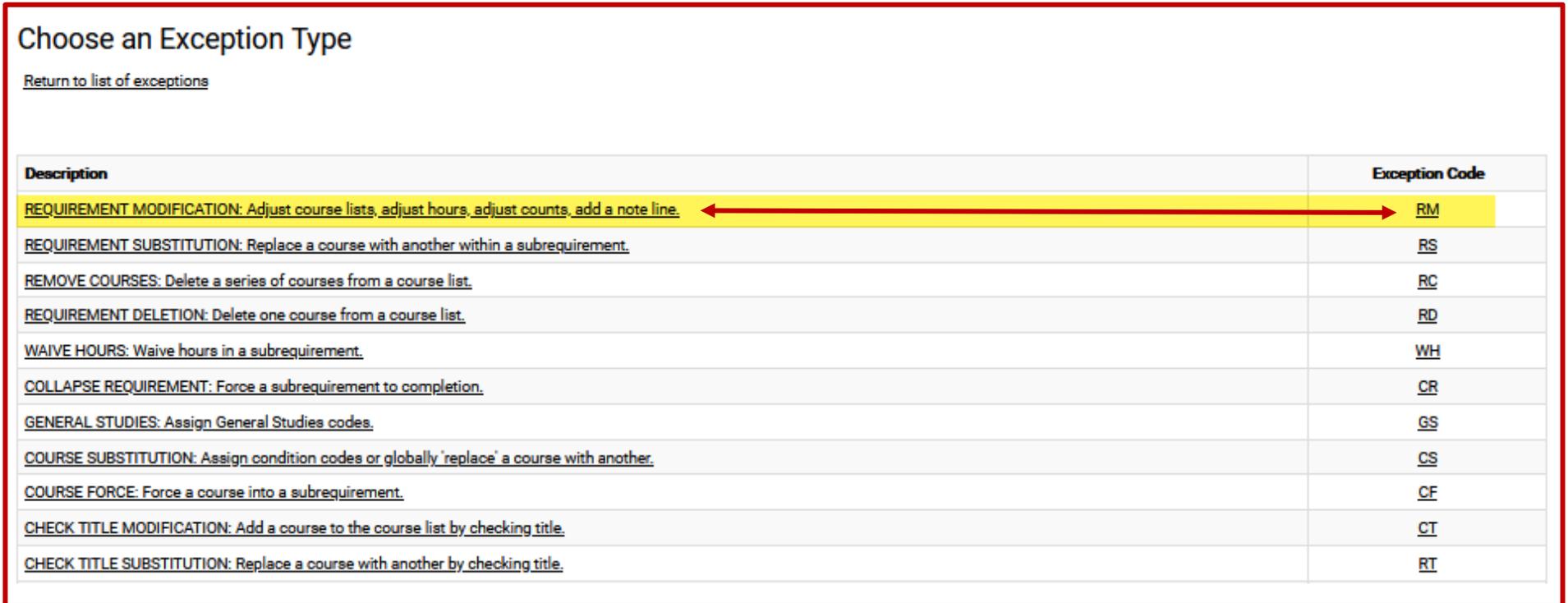
Choose an Exception Type

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

Requirement Modification Exception (RM)

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

Add REQUIREMENT MODIFICATION: Adjust course lists, adjust hours, adjust counts, add a note line.

Field	Value
Exception Code	RM
PSname	ASPSY230
Exception Note	STP 226 for PSY 230
+/- required # of courses	0
+/- required hours	0.00
+/- required GPA	0.000
+/- max hours	0.00
+/- max # of courses	0
Assign condition code	
Memo	STP 226 for PSY 230 per Dept. Evaluation
Authorized By	
Date (YYYY-MM-DD)	2021-05-04
Last Modified	
Last Modified By	

Save   Cancel

Add Course

After completing appropriate fields, click "Add Course".

Requirement Modification Exception (RM)

Step 4: Type in the course that will become part of the "Course List".

Add Course

Course	STP 226
Replacement Course	
Match Control	
Year Term Range	

[Add To List] [Return]

Click "Add To List".

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

Course field = The ASU course that will be added to the sub-requirement course list.

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

Match Control = Can be used when requiring courses to be "OR'd" or "AND'd" for the sub-requirement list.

Year Term Range = Not needed in most cases for the RM 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.

[Remove]
select all/select none

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	STP 226				✎	☐

Requirement Modification Exception (RM)

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

Add Course

Course	
Replacement Course	
Match Control	
Year Term Range	

[Add To List] [Return]

NOTE: If adding more than one course to the sub-requirement list, click the "Add to List" button and repeat Step 4.

Click "Return" once you have added all the course(s).

1 course was added.

Remove

Select All/None

▲ #	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	STP 226				✎	☐

Requirement Modification Exception (RM)

Step 6: After returning to the RM 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

Click "Save".

Remove

Select All/None

▲ #	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	STP 226				✎	☐

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	STP 226 for PSY 230	STP 226 for PSY 230 per Dept. Evaluation	RM	ASPSY230		✎	☐

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

Requirement Modification Exception (RM)

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

FAQS:

- Can multiple courses can be added to the same exception? Yes.   A separate exception is not needed for each individual course to fall into one sub-requirement.
    - Example 1: There are multiple courses that the department will accept for a required course, but it is not hard coded on the audit. Several courses can be added to the list so that they show up on the Course List on the audit for the student to view. When the student takes a course from this "new" list the course will populate the exception.
    - Example 2: A requirement for the major needs 15 hours to complete. While evaluating a student's audit a department can approve other courses that are not hard coded can help complete this requirement. Several courses can be added to the list on one exception.
- Does a course always need to be entered for every exception? No. If a department wants to only add an Audit Note to a requirement an RM exception can be done. There is no need to add courses to the RM exception.
- Are Memo's that important? Yes! The memo is a detailed record of why the exception is being done. This helps everyone in the department understand why it was done.
    - For transfer courses it is important to include the original course from the transferring institution that is being used in the exception.

Requirement Modification Exception (RM)

- Can I edit my exception after saving it? Yes. Use the Edit and Remove buttons on the course or exception list if they need to be deleted or edited.
- Do I need a separate RM to adjust hours or course count? No. You can add courses *and* adjust the hours or course count all in the same exception.
- My exception isn't working. Now what? First, check to see if your exception Note is displaying on the audit. The Note will display as long as the psname is correct. If the course doesn't show up AND the Note is missing, double check your psname is correct. If the Note shows up but the course still doesn't populate the requirement, check the audit for possible restrictions (i.e. max number of transfer hours) and/or contact your college DARS encoder for further assistance.