

Course Substitution #3

Purpose: Allow a course that is typically not repeatable to process as a re-usable course.

Situation: Based on the student petition, the Dean has agreed to allow a course (PHED1112) to count twice.

Audit Appearance before Exception:

```

NO      Health and Physical Education Elective Requirements
EARNED:  2.00 CREDITS
--> NEEDS:  2.00 CREDITS

1) Any combination of HLTH courses and/or
   selected PHED courses may be used.
   2.00 CREDITS ADDED
S 06 PHED1112      0.0 A  >X Walking/Jogging
F 06 PHED1111      1.0 A  Archery
S 07 PHED1112      1.0 A  RP Walking/Jogging
NEEDS:  1.00 CREDIT
COURSE LIST  HLTH1102,1108(S 07 OR AFTER),1109,1110,
              HLTH1111,1114,1132,1135,2126  PHED1100 TO 1199

2) 1 credit of Varsity Athletics may be used
   toward the Hlth/Phed requirement.
COURSE LIST  PHED1210 TO 1236,2210 TO 2236
  
```

The sub-requirement for H/PE requirement requires 3 credits of Health &/or PhyEd 1100-1199, and 4.0 credit total for the requirements to be complete. These courses are not “repeatable” courses, therefore, based on the institution’s repeat policy the last course taken is counted for credit (symbols equal >X – credit replaced by RP course).

Encoding:

The screenshot shows the 'Sub-Requirement 1' configuration panel with the following settings:

- Required Count: 0 (with '>X - Suppress all' dropdown)
- Required Hours: 3.0
- Required GPA: 0.0 (with '>X - Suppress all' dropdown)
- Maximum Hours: 999.9
- Sub-req. ReUse: (empty dropdown)
- OR'd Sub-requirement:

The 'Matching Rules' section includes 'Accept' and 'Reject' buttons with 'OR' and 'AND' options.

The table below shows the course list with columns: Title, Title/OK, Notes, Course, M, Title, T, CLim, CFlg, A, R, Effective Dat.

Course	M	Title	T	CLim	CFlg	A	R	Effective Dat
HLTH1132								
HLTH1135								
HLTH2126								
PHED1100								
PHED1199								
HLTH/PHED	\$							
PHEDT***	P							

A red arrow points to the encoding symbol ': = Range' in the table, which is also highlighted in a dropdown menu.

Exception: CS (ACTION of S) to match course included in the sub-requirement.

Ctlcd	Action	Ruflg	Memo
CS	S		Course Substitution

Course Substitution

InstCD: DPMask: Dprog:

Ctl Code: CS Seq No: 1

Course: PHED1112 Year/Term: 2006 5

Replacement Course: Credit: .0

AA??*999 Add CC: Remove CC:

Note: PHED1112 OK to take twice

Memo: Student was approved by Dean to take Walking/Jogging twice and grant credit for both.

Authorized: Enter Date By: Dean of Academics

Field	Description
Course:	The course that has been approved for this student as a substitution (PHED1112).
Year/Term:	The term in which the duplicate course lost credit, grade and count (20065).
1st Condition Code Added:	To keep the course (PHED1112) from looking like a duplicate course, add the condition code in the 2 nd position of CNDTB-RES < d > to the course. This allows the course credit, count and GPA to be used again.
2nd Condition Code Added:	To show that the course (PHED1112) is a repeatable course, and not flagged as RP, add the 3 rd reserved condition code of lower case < r > to the course. This flags the course as >R, a repeatable course.
Note:	Brief explanation of exception detail.

Note: With the < d > condition code alone, the course is still flagged on the audit as a duplicate course with the <RP> indicator. A second condition code or < r > needs to be added to remove the <RP> indicator, which removes the <RP> on the first course and flags the duplicate courses as a “repeatable” course (>R) on the audit.

Memo: will not show on the audits – text could give more detailed information about the petition, approval and/or exception.

Effect of Exception:

PHED1112 is allowed to count twice, with a repeat indicator of >R and an added NOTE: PHED1112 OK to take twice.

Audit Appearance after Exception:

```
NO      Health and Physical Education Elective Requirements
EARNED:  3.00 CREDITS
--> NEEDS:  1.00 CREDIT

+ 1) Any combination of HLTH courses and/or
    selected PHED courses may be used.
    3.00 CREDITS ADDED
    S 06 PHED1112      1.0 A    >R Walking/Jogging
                                PHED1112 OK to take twice
    F 06 PHED1111      1.0 A    Archery
    S 07 PHED1112      1.0 A    Walking/Jogging
    COURSE LIST  HLTH1102,1108(S 07 OR AFTER),1109,1110,
                  HLTH1111,1114,1132,1135,2126  PHED1100 TO 1199

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OBSERVATIONS:

Posted: 06/11/2007