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INTRODUCTION

The Degree Audit Reporting System (DARS) audit is an advising report that matches student coursework against requirements for a degree program. The report indicates what course work has been completed, what is in progress, and what remains.

DARS became the official graduation audit Spring 2011. This means that in order for an undergraduate student to graduate, he or she must have a clear DARS. So, it is more important than ever that DARS are accurate and exceptions are entered when appropriate.

GETTING ACCESS TO DARS

To make any changes to your DARS security or request access, you will need to fill out the DARS Security Form. To find this form you must log in to the Campus Information System. In the Graduation Information Box, click on the DARS Security Form link. This will take you to the FERPA tutorial.

Once you have completed the FERPA tutorial, you will be able to access the DARS Security Authorization Form.
PRIVACY REGULATIONS

Student records at the University of Utah are governed by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. The Act requires that the university forbid the release of student educational records or personally identifiable information contained in those files without the student's written consent except in specified situations.

The university discloses information from a student's educational record only with the student's written consent, except to school officials with a legitimate educational interest in the records. A school official is defined as someone employed by the University of Utah in an administrative, supervisory, academic, research, or support staff position; a member of the university’s Board of Trustees or the Utah State Board of Regents; or a person employed by or under contract to the university to perform a special task, such as an attorney, auditor or collection agency. A school official has a legitimate educational interest if that official is performing a task that is specified in their position description (or by a contract agreement) or that is related to a student's education or the discipline of a student. The official may also be providing a service or benefit to the student or student's family, such as health care, counseling, job placement or financial aid.

Any employee violating this policy will be subject to disciplinary action including dismissal.

Please Note: Persons with access to student data or DARS may not release student information except to school officials with a legitimate educational interest as defined above. ALL others requesting information must be referred to the Registrar's Office.
GENERATING DARS REPORTS

- All DARS reports are generated over the web through the Campus Information Systems at https://gate.acs.utah.edu/.
- Under the Graduation Information box

1. Click the "Generate Degree Audit Reports" link.
2. Select Catalog Year.
3. Enter Student ID.
4. Select Degree Program.
5. Click "Submit."
VIEWING/DELETING DARS REPORTS

- All DARS reports are viewed over the web through the Campus Information Systems at https://gate.acs.utah.edu/.
- Under the Graduation information box select View/Delete Degree Audit report(s)

1. Click the "View/Delete Degree Audit Report(s)" link.
2. Enter Student ID.
3. Click "Continue."
4. Select "View" to see audit.
5. Select delete to remove the audit.
READING DARS REPORTS

The Degree Audit Reporting System (DARS) pulls student information directly from PeopleSoft and processes it through a series of rules. DARS then generates a report. The student information available in DARS includes:

- Courses complete at the University of Utah
- Courses currently registered for at the University of Utah
- Transfer credits that have been accepted
- AP, CLEP, IB, and other test credit
- SAT and ACT scores
- Math Placement scores

A DARS report has been created for every undergraduate major, minor, and approved emphasis available at the University of Utah. A DARS report includes all requirements necessary for completing that program of study, including:

- General Education requirements
- Bachelor Degree requirements
- Major/Minor/Certificate requirements

DARS takes the information in the student’s record and applies it to the requirements to show:

- What’s already completed

  ![HUMANITIES IE AREA (HF)]

  - COMPLETED REQUIREMENT
  - 6.00 HOURS EARNED  2 COURSES TAKEN
  - SP11 ENGL 2220 HF 3.0 B+  Novels And Films
  - SP11 LEAP 1100 DVHF 3.0 B+  LEAP Sea in Humanities

- What’s currently in progress

  ![WRITING REQUIREMENT (WR2)]

  - (WR2) COMPLETE ONE LOWER DIVISION WRITING COURSE
  - FALL WRTG 2010 WR2 3.0 IP  Intermediate Writing
  - SELECT FROM: WRTG 2010

- What remains

  ![INTERNATIONAL REQUIREMENT (IR)]

  - (IR) COMPLETE ONE UPPER DIVISION INTERNATIONAL COURSE
  - COURSE MUST BE COMPLETED WITH A GRADE OF C- OR BETTER

  - (IR) SELECT FROM: SELECT IR LIST
DARS displays this information in a variety of ways

- **Graphs**

![Graphs](image)

- **Requirements**

  QUANTITATIVE REASONING REQUIREMENT (QA, QB)
  COURSE MUST BE COMPLETED WITH A GRADE OF D- OR BETTER

- **Sub-requirements**

  - (QA) COMPLETE ONE QUANTITATIVE REASONING COURSE IN MATH
    SELECT FROM: MATH 1030, 1050, 1060 (FA09 OR AFTER),
    MATH 1090

  - (QB) COMPLETE ONE QUANTITATIVE REASONING COURSE INVOLVING STATISTICS/LOGIC
    SELECT FROM: SELECT QB LIST

DARS pulls the student information and applies rules in a specific order:

- Transfer Articulation
- General Education Exceptions
- Repeat and Conversion Tables
- All other exceptions

Courses are then applied to requirements in the audit from the top down. Unless specifically programmed to allow for double-counting, a course can only be used once in the audit.
**UPDATING DARS**

**CATALOG YEAR & CURRICULUM CHANGES**

The requirements a student is required to complete for a major or minor are published online in the General Catalog for each year. This is referred to as a "catalog year." A student’s catalog year is determined by the year the student declares his/her major.

DARS is set up to reflect and enforce the information regarding degree completion as it is put forward in the General Catalog and in accordance with Catalog Year policies put forth by the Registrar’s Office. The major and minor requirements in DARS reflect what was published in the catalog for that Catalog Year.

Program information is updated in the General Catalog once a year. Changes take effect beginning Fall semester, but are due in early Spring. To make changes in DARS, updates must first be submitted and approved by Curriculum Administration. After your program changes have been approved, they will be forwarded to the Director of DARS encoding in University College and updated in DARS.

**GPS**

GPS is an additional product which is related to, but separate from DARS. GPS allows academic departments to take Degree Audits and put them into a suggested four-year Roadmap. Students can then take the published Roadmaps, and develop an individualized Plan for graduation.

GPS Roadmaps are also part of the Curriculum process. After program changes have been entered into DARS, a new Roadmap for the coming Catalog Year must be created in GPS by the major department.
ENTERING EXCEPTIONS

- All DARS exceptions are entered through Campus Information Services at https://gate.acs.utah.edu/.
- Under the Graduation Information box:

  1. Click the “DARS Exceptions” link.
  2. Enter Student ID.
  3. Select Degree Program.
  4. Click “Continue.”
  5. Click “Add New Exception.”
  7. Click “Continue.”

You will then select a Control Code from the drop down menu. Control Code indicates the type of exception you intend to make.

<table>
<thead>
<tr>
<th>Control Code</th>
<th>Uses</th>
</tr>
</thead>
</table>
| AC – Condition Code Override | - A student received a lower grade than is normally accepted.  
                                - A student has taken a University of Utah course on the Quarter system that does not have a Semester equivalent. |
<table>
<thead>
<tr>
<th>Control Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CS – GenEd Course Substitution</strong></td>
<td>University College enters this exception when adding general education classes.</td>
</tr>
</tbody>
</table>
| **RW – Requirement Waiver/Modification** | • A student received a lower grade than is normally accepted.  
• A student needs to complete more or less courses than would normally be required.  
• A student needs to complete more or less hours than would normally be required.  
• If the requirement is being cleared by something other than not listed on the audit. |
| **RD – Course Delete** | • A student is not required to take a listed course.  
• A course is listed in a requirement, but will be used in another requirement instead. A RD-Course Delete exception must be entered to remove the course from the original requirement. |
| **RS – Course Swap/Substitutions** | • A student has transfer credit that will replace a required course.  
• A student has taken a different course at the University that will be accepted in place of the required course.  
• A student has taken an exam that will replace a required course. |
| **RI – Course Insert** | • A class or exam needs to be added to a requirement, but will not replace an existing class.  
• Multiple classes need to be added to the same sub-requirement.  
• If a course is equivalent to a course that falls within a range. |
| **PS – Program of Study** | • Used by the University Studies program. |

The steps for entering the exceptions will vary according to the desired outcome, but there are a few fields that appear in every Control Code.

**Note:** Optional free text field. All information typed in this field will print on the student’s audit.

**Memo:** Optional free text field. The information typed in this area will not print on the audit. This information can only be viewed through the exceptions.

**Pseudo name:** Enter the pseudo name assigned to the requirement that is being altered.

**Authorized:** Defaults to current date. May be changed to any date or left at the default.

**By:** Initials of person entering exception.
FINDING PSEUDO NAMES

Follow the steps for Generating a DARS Report for student ID "00000000" and a "Listall" option of "M - Display Pseudo Names."

- Under the Graduation Information box

1. Click the "Generate Degree Audit Reports" link.
2. Select Catalog Year.
3. Enter Student ID as "00000000".
4. Select "M - Display Pseudo Names" from the Listall menu.
5. Select Degree Program.
6. Click "Submit."
Pseudo names appear in one of two places.

7. Select “View” to see audit.

At the Requirement Level

B.A. DEGREE - LANGUAGE REQUIREMENT
COURSE MUST BE COMPLETED WITH A GRADE OF C- OR BETTER

- (LANG) COMPLETE 4TH SEMESTER LANGUAGE COURSE OR HIGHER
NEEDS: 1 COURSE
SELECT FROM: SELECT BA LIST
$: LANG COURSE

At the Sub-Requirement Level

Most exceptions require the Sub-Requirement Level Pseudo Name
**RD – COURSE DELETE**

The RD-Course Delete exception will remove a course that is listed as an option in the sub-requirement. For example:

- A student is not required to take a listed course.
- A course is listed in a requirement but for one student the course will count in another requirement instead. A RD-Course Delete exception must be entered to removed the listed course from the original requirement.

In some cases a RW – Requirement Waiver/Modification may be required to adjust the hours or number or courses.

**ENTERING RD EXCEPTIONS**

Complete fields as indicated in “Exceptions.” Also enter the following information:

- **Delete Course:** Enter the course that is being deleted from the requirement. The department abbreviation should be entered in the “Dept Code” and the course number should be entered in the “Course #” box.
EXAMPLE: LIMITING COURSE OPTIONS

A student has accomplished the equivalent of a course with a non-classroom experience. An RD – Course Delete can be entered to remove the equivalent course from the list of options to complete the requirement.

**COURSE REQUIREMENTS**

- **COMPLETE THE FOLLOWING REQUIRED COURSES**
  - FA09 BIOL 2325 4.0 A Human Anatomy
  - SP09 ESS 2500 3.0 A- Explore Movement Sci
  - FA09 ESS 2600 BF 3.0 B Sport-Amer Society
  - SP10 ESS 3091 QT 3.0 A Physiology Of Fitness
  - FA10 ESS 3092 3.0 A- Kinesiology
  - FA11 ESS 3093 QT 3.0 IP Biomechanics
  - SP10 ESS 3340 3.0 B Sport Psychology
  - SP11 ESS 3550 3.0 C+ Motor Behavior
  - SP11 ESS 3551 3.0 B App Hum Mo Dev Acr Lspn
  - FA10 ESS 3670 3.0 B Exerc Hlth/Cultr Persp
  - SP11 ESS 4670 3.0 B+ Aging and Exercise
  - FA11 ESS 4900 DV 5.0 IP Promoting PA in Comm
  - FA10 H EDU4250 3.0 A- Facilitating Hlth Behav

**NEEDS:** 1 COURSE

**SELECT FROM:** H EDU1950 OR 3750 OR 5950

---

1. Enter Pseudo Name.
2. Enter the “Dept Codes” and “Course #s” exactly as they appear in DARS.
3. Complete “Note” and “Memo” fields as appropriate.
4. Authorized field defaults to today’s date.
5. Enter initials.
6. Click “Save This Exception.”
**Note that this exception did not change the number of courses required. This student would still need to complete another course to satisfy the requirement.**

If the number of courses should also be reduced, an RW – Requirement Waiver/Modification should also be entered.
RS - COURSE SWAP/SUBSTITUTION

The RS-Course Swap/Substitution exception will replace a course that is listed in a requirement with a course the student has taken or will take. For example:

- A student has a transfer class that will replace a required course.
- A student has taken a different course at the University that will be accepted in place of the required course.
- A student has taken an exam that will replace a required course.

ENTERING RS EXCEPTIONS

Complete fields as indicated in “Exceptions.” Also enter the following information:

Course Listed in sub-req: Enter the required course listed on the DARS report.

Replacement Course Student Record: Enter the course the student has taken or will take in place of the course that is normally listed.

Year: Enter the four digit year the replacement course was taken only if the course was taken multiple times.

Term: Select from the drop down the term the replacement course was taken only if the course was taken multiple times.
EXAMPLE: TRANSFER APPROVED FOR MAJOR

A student has taken a chemistry class at another school that is equivalent a class listed in the sub-requirement.

1. Note how the course appears in the “Summary of Transfer Credit” in DARS.

2. Enter Pseudo Name.

3. Enter the “Dept Codes” and “Course #s” exactly as they appear in DARS.

4. Complete “Note” and “Memo” fields as appropriate.

5. Authorized field defaults to today’s date.

6. Enter initials.

7. Click “Save This Exception.”

After saving, generate a new DARS to be sure that the exception worked.
**RI – COURSE INSERT**

The RI-Course Insert exception will add a class to the list of options for the student to choose from. For example:

- A class or an exam needs to be added to a requirement but not replace an existing class.
- Multiple classes need to be added to the same sub-requirement.
- If a course is equivalent to a course that falls within a range a RS-Course Swap/Substitution will not work. A RI-Course Insert must be entered.

---

**ENTERING RI EXCEPTIONS**

Complete fields as indicated in “Exceptions.” Also enter the following information:

<table>
<thead>
<tr>
<th>Student: TEST. STUDENT ( 0000000 )</th>
<th>Inst ID: UTAH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inst CD: SEM</td>
<td>Dg Prog: TEST</td>
</tr>
</tbody>
</table>

Complete fields as indicated in “Exceptions.” Also enter the following information:

**Course(s):** Enter the course(s) that is being added to the requirement.

- **Dept Code:** Enter the department code for the course.
- **Course #:** Enter the course number.
- **Year:** Enter the four digit year the replacement course was taken. Use **only** if the course was taken multiple times.
- **Term:** Select from the drop down the term the replacement course was taken. Use **only** if the course was taken multiple times.

Note:

Memo:

Authorized: Month: By:

Save This Exception

---

This exception will not add to the number of required courses. If additional courses have been added a RW-Requirement Waiver exception may also need to be entered to have the number of needed courses or hours reflect the correct number.
EXAMPLE: COURSE ADDED TO A RANGE

If a course is equivalent to a course that falls within a range a RS-Course Swap/Substitution will not work. A RI-Course Insert must be entered.

1. Note how the course appears on the students DARS.
2. Enter Pseudo Name.
3. Enter the “Dept Codes” and “Course #s” exactly as they appear in DARS.
4. Complete “Note” and “Memo” fields as appropriate.
5. Authorized field defaults to today’s date.
6. Enter initials.
7. Click “Save This Exception.”
EXAMPLE: AP CREDIT APPROVED FOR MAJOR

A student has taken an AP exam that should be accepted in a requirement. If the exam is only being accepted for one student a RI-Course Insert exception will need to be entered.

1. Note how the course appears on the student’s DARS.

2. Enter Pseudo Name.

3. Enter the first 5 characters as “Dept Codes” and next 4 as “Course #”.

4. Complete “Note” and “Memo” fields as appropriate.

5. Authorized field defaults to today’s date.

6. Enter initials.

7. Click “Save This Exception.”
The RW-Requirement Waiver/Modification exception will adjust the number of courses, hours or GPA needed to complete a requirement. For example:

- A student received a grade that is lower than normally accepted.
- A student needs to complete more or less courses than are normally required.
- A student needs to complete more or less hours than are normally required.
- If the requirement is being cleared by something other than what is listed on the audit. Example, a class from a prior bachelor degree, exam, or work experience.

Complete fields as indicated in “Exceptions.”

Other information will need to be entered depending on what effect is desired. Follow the instructions below depending on the change:

<table>
<thead>
<tr>
<th>To Change</th>
<th>Field</th>
<th>Lowering</th>
<th>Raising</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Courses Needed at the</td>
<td>Req Count</td>
<td>Enter a negative sign (-) and the number of courses that are being waived.</td>
<td>Enter a plus sign (+) and the number of courses that are being added.</td>
</tr>
<tr>
<td>Requirement Level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Courses Needed in a Sub-</td>
<td>Sub-req Course Count</td>
<td>Enter a negative sign (-) and the number of courses that are being waived.</td>
<td>Enter a plus sign (+) and the number of courses that are being added.</td>
</tr>
<tr>
<td>requirement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Hours Needed</td>
<td>Required Hours</td>
<td>Enter a negative sign (-) and the number of hours that are being waived.</td>
<td>Enter a plus sign (+) and the number of hours that are being added.</td>
</tr>
<tr>
<td>Required GPA</td>
<td>GPA</td>
<td>Enter a negative sign (-) and the number of GPA points that are being waived.</td>
<td>Enter a plus sign (+) and the number of GPA points that are being added.</td>
</tr>
<tr>
<td>Maximum Hours</td>
<td>Maximum Hours</td>
<td>Enter a negative sign (-) and the number of maximum hours that are being waived.</td>
<td>Enter a plus sign (+) and the number of maximum hours that are being added.</td>
</tr>
</tbody>
</table>
Fields not in use should be left blank.
EXAMPLE: PRIOR DEGREE

A student has received a prior bachelor’s degree. The degree has been posted in PeopleSoft but the classes the student has taken are not listed. The student’s previous work meets a requirement.

1. Note that a prior degree has been posted on DARS.
2. Enter the Pseudo Name.
3. Enter the appropriate information in the corresponding field. (See table.)
4. Complete “Note” and “Memo” fields as appropriate.
5. Authorized field defaults to today’s date.
6. Enter initials.
7. Click “Save This Exception.”

After saving, generate a new DARS to be sure that the exception worked.

<table>
<thead>
<tr>
<th>Student: TEST, STUDENT (0000)</th>
<th>Inst CD: SEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Code: RW</td>
<td></td>
</tr>
<tr>
<td>Pseudo Name: ECONRW</td>
<td></td>
</tr>
<tr>
<td>Req Count:</td>
<td></td>
</tr>
<tr>
<td>Sub-req. Course Count: .1</td>
<td></td>
</tr>
<tr>
<td>Required Hours:</td>
<td></td>
</tr>
<tr>
<td>GPA:</td>
<td></td>
</tr>
<tr>
<td>Maximum Hours:</td>
<td></td>
</tr>
<tr>
<td>Note:</td>
<td></td>
</tr>
<tr>
<td>Memo:</td>
<td>PRIOR DEGREE, REVIEWED TRANSCRIPT - ECON 360 ECON DEVELOPMENT ACCEPTED FOR ELECT.</td>
</tr>
<tr>
<td>Authorized:</td>
<td>Month: 11 Day: 3 Year: 2009</td>
</tr>
<tr>
<td>By:</td>
<td>ECRW</td>
</tr>
</tbody>
</table>

EARNED: 9.00 HOURS

COMPLETE 4 UPPER DIVISION ELECTIVES
FOCUS AREA CLASSES WILL NOT DOUBLE COUNT WITH ELECTIVES
3 COURSES TAKEN

| SU08 ECON 3540 3.0 A Current Economic Pbls |
| SP09 ECON 3100 QI 3.0 A Labor Economics |
| RS09 ECON 3500 QII 3.0 Q Labor Economics |
|
EXAMPLE: UNSATISFACTORY GRADE

A student has taken a required class but the requirement is not accepting the class because the student received a grade that is not normally accepted.

SP07 CP SC3960 1.0 CR, Special Topics

1. Note the course and grade in DARS.
2. Enter Pseudo Name.
3. Enter the appropriate information in the corresponding field. (See table.)
4. Complete “Note” and “Memo” fields as appropriate.
5. Authorized field defaults to today’s date.
6. Enter initials.
7. Click “Save This Exception.”

After saving, generate a new DARS to be sure that the exception worked.
OTHER EXCEPTIONS

CS – GENED COURSE SUBSTITUTION

The CS – GenEd Course Substitution exception will insert a course into the general education requirements. For example:

- University College enters this exception when adding general education classes.
- If a student has taken three courses that fulfill a general education class and only two are needed this exception will force which two will fulfill the requirement. This is used for departments that do not allow classes to double count in general education and allied hours.

ENTERING CS EXCEPTIONS

Complete fields as indicated in “Exceptions.” Also enter the following information:

**Course:** Enter the course that is being added to the requirement. The department abbreviation should be entered in the “Dept Code” and the course number should be entered in the “Course #” box.

**Gen Ed Code:** This field is normally left blank.

**Year/Term:** These fields are normally left blank.

EXAMPLE: TRANSFER APPROVED FOR GEN ED

A student has taken a class at another institution, which upon review does meet the requirements for a General Education requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Department</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA05 XSY 001 BF</td>
<td>3.0</td>
<td>B</td>
<td>GENERAL PSYCHOLOGY</td>
<td>660070 : PSY 001</td>
</tr>
<tr>
<td>FA05 XSY 002</td>
<td>3.0</td>
<td>B</td>
<td>AGE-RELATED PSYCHOLOGY</td>
<td>660070 : PSY 002</td>
</tr>
</tbody>
</table>

1. Note how the course appears in the “Summary of Transfer Credit” in DARS.
After saving, generate a new DARS to be sure that the exception worked.

2. Enter the Pseudo Name.

3. Enter the “Dept Code” and “Course #” exactly as they appear in DARS.

4. Complete “Note” and “Memo” fields as appropriate.

5. Authorized field defaults to today’s date.

6. Enter initials.

7. Click “Save This Exception.”
AC – OVERRIDE CONDITION CODES

Condition Codes are single character flags associated with courses to allow DARS to filter how courses apply in requirements. An AC – Override Condition Codes allows advisors to change the way those filters apply to an individual course in a student’s record. For example:

- A student received a lower grade than is normally accepted.
- A student has taken a University of Utah course on the Quarter system that does not have a Semester equivalent.

ENTERING AC EXCEPTIONS

Complete fields as indicated in “Exceptions.” Also enter the following information:

- **Course:** Enter the course requires the override. The department abbreviation should be entered in the “Dept Code” and the course number should be entered in the “Course #” box.
- **Add/Remove CC:** Enter the single character condition code that needs to be added to or removed from the course. Contact the Director of DARS Encoding to obtain these codes.
- **Gen Ed Code:** This field is normally left blank.
- **Year/Term:** These fields are normally left blank.

PS – PROGRAM OF STUDY

The PS – Program of study exception is used by the Bachelor of University Studies program to build individualized, advisor-approved programs of study for students. It is similar in function to RI – Course Insert.

ENTERING PS EXCEPTIONS

See instructions for RI – Course Insert.
REJECT LINE EXCEPTIONS

Reject Lines are rules in requirements that keep certain courses from being used to satisfy that requirement. Courses in these reject lines print on the audit after the “NOT FROM” text.

Pseudo names can be added to the structure of a DARS report to allow courses to be added or removed from reject lines as necessary. Reject line exception work exactly the same as a regular exception, but you should keep in mind that you are adding and removing courses from the list of unacceptable courses.

<table>
<thead>
<tr>
<th>Control Code</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>RD – Course Delete</td>
<td>• A student has approval to use a course that is normally not acceptable and appears in the NOT FROM line on the audit.</td>
</tr>
<tr>
<td>RI – Course Insert</td>
<td>• A course that would normally be acceptable must be rejected from a requirement for use elsewhere in the audit.</td>
</tr>
</tbody>
</table>

X-LINE EXCEPTIONS

X-lines are special rules in DARS that put additional limits on how courses are used in requirements. For example:

- Students may use 1 course with a grade of a C- toward major requirements.
- Students may only use 6 hours of 2000-level courses in the elective requirement.

X-line exceptions are encoded into DARS and happen automatically. Occasionally, exceptions need to be made to the X-line rules. In these cases, contact the Director of DARS Encoding for assistance.
EXAMPLE: ONE COURSE COUNTING FOR TWO

A student declared the major and established catalog year several years ago. Since then the requirements have changed and the student’s catalog year has expired. Where one 5 hour course was required before, students now need two 3 hour courses.

The easiest way to make this change is to enter two exceptions. The first exception you enter would be a course swap. Since the course swap exception is a one-for-one trade you will need to pick which one you would like swapped. The second exception you would enter is a requirement waiver exception. This exception will adjust the number of needed courses.

Enter an RS – Course Swap exception to exchange ECON 3600 for one of the currently required courses.

Enter an RW – Requirement/Waiver Modification exception to waive the other course.
QUANTITATIVE METHODS - CALCULUS

+ 5.00 HOURS EARNED  1 COURSE TAKEN
   SP99 ECON 3600 OBOI  5.0 A-  Quant Methods

QUANTITATIVE METHODS - STATISTICS
EDITING EXCEPTIONS

Exceptions which have already been entered and saved can be edited to correct mistakes or add additional information. From the Exception Summary Screen:

1. Click the magnifying glass icon.

2. Click the “Update This Exception” button.

3. Enter any changes.

4. Click the “Save This Exception” button.
DELETING EXCEPTIONS

Exceptions that are no longer needed can be deleted from the exception summary screen.

1. Click the red X icon.

2. Click the “Yes, Delete this Exception” button.
COPYING EXCEPTIONS

Copying exceptions is used to move exceptions for students who change from BA to BS, major to minor, or intermediate to full status among other reasons.

To copy an exception open the exception screen for the degree program you want to copy the exceptions from.

The following screen will appear:

1. Select the Degree Program you want to copy the exception to.
2. Enter the correct Pseudo name.
3. Enter your initials.
4. Click the “Copy Exception” button.

You will be returned to the exceptions for the original degree program.

To view the copied exceptions, click the “View previously copied Exception”

That will allow you to view all exceptions for that student on the other degree program.