

University of Utah

DARS MANUAL

For Advisors

Richelle D. Warr

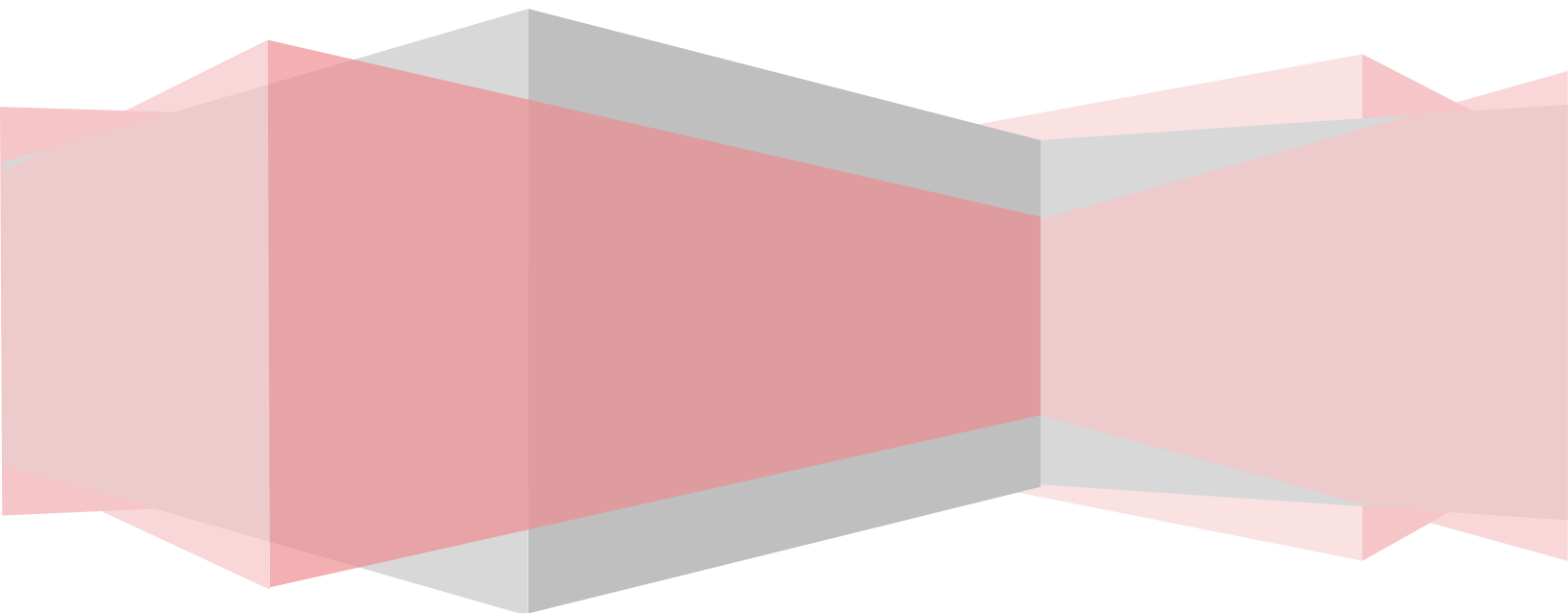


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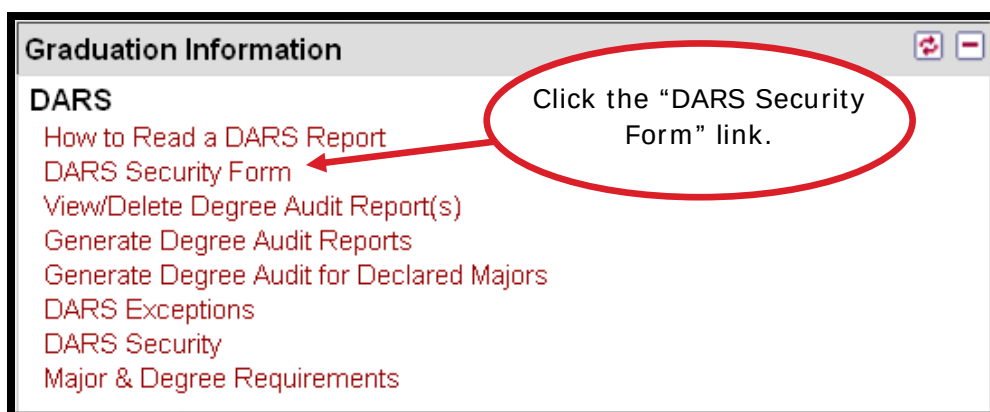
INTRODUCTION

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.



DARS SECURITY AUTHORIZATION FORM	
Please submit completed form to the Registrar's Office 250 N SSB or by fax 585-7860.	
Name _____	Date _____
Employee ID _____	Phone _____
Department _____	E-mail _____
Select Access Request Type:	
☐ New ☐ Update current access ☐ Delete existing access	
Should this access replace a prior employee who has access?	
☐ Yes ☐ No If yes, who _____	
DARS Indicate type of access needed: ☐ Generate & view reports ☐ View student exceptions ☐ Enter student exceptions	List your Degree Programs: _____ _____ _____ _____ _____ _____

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

Graduation Information

DARS

- How to Read a DARS Report
- DARS Security Form
- View/Delete Degree Audit Report(s)
- Generate Degree Audit Reports**
- Generate Degree Audit for Declared Majors
- DARS Exceptions
- DARS Security
- Major & Degree Requirements

1. Click the "Generate Degree Audit Reports" link.

The catalog year you select will reflect the major requirements at the start of that academic year.

Please select the catalog year.

Catalog Year: 2009-2010

2. Select Catalog Year.

Enter the following information.

The Degree Audit Reports are stored by student ID.

Student ID:

3. Enter Student ID.

Listall: Standard Report Format

Undergraduate Semester Degree Programs:

Graduate Semester Degree Programs:

Intermediate and Pre-Major Degree Programs:

4. Select Degree Program.

Minors and Certificates:

Submit Reset

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)

Graduation Information

DARS

- How to Read a DARS Report
- DARS Security Form
- View/Delete Degree Audit Report(s)
- Generate Degree Audit Reports
- Generate Degree Audit for Declared Majors
- DARS Exceptions
- DARS Security
- Major & Degree Requirements

1. Click the "View/Delete Degree Audit Report(s)" link.

view/delete audit reports

Enter the student's student ID.

The Degree Audit Reports are stored by student ID.

Student ID:

2. Enter Student ID.

3. Click "Continue."

4. Select "View" to see audit.

All audits will be deleted at grade posting time

				Degree Department
		Prepared	Catalog Year	Degree Program
DELETE VIEW	09/28/2009 - 16:45	2009 - 2010		THEATRE STUDIES BACHELOR OF ARTS
DELETE VIEW	09/28/2009 - 15:42	2009 - 2010		THEATRE MINOR No Prog

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 Sem in Humanities

- What's currently in progress

▼  **WRITING REQUIREMENT (WR2)**

(WR2) COMPLETE ONE LOWER DIVISION WRITING COURSE

Fall1 WRTG 2010 WR2	3.0 IP	Intermediate Writing
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SELECT FROM: [WRTG 2010](#)

- What remains

▼  **INTERNATIONAL REQUIREMENT (IR)**

COMPLETE ONE COURSE FROM APPROVED LIST

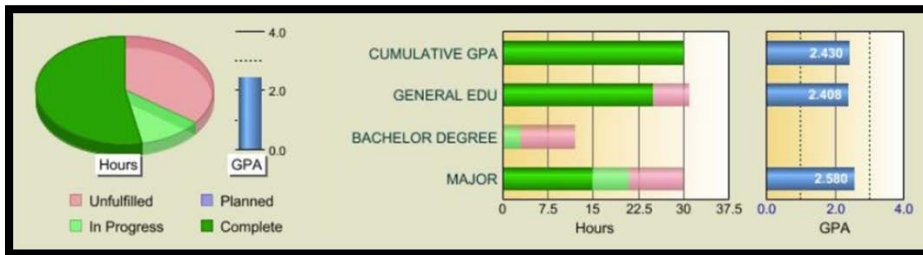
COURSE MUST BE COMPLETED WITH A GRADE OF C- OR BETTER

- (IR) COMPLETE ONE UPPER DIVISION INTERNATIONAL COURSE

SELECT FROM: [SELECT IR LIST](#)

DARS displays this information in a variety of ways

- Graphs



- 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:

Graduation Information

DARS

- How to Read a DARS Report
- DARS Security Form
- View/Delete Degree Audit Report(s)
- Generate Degree Audit Reports
- Generate Degree Audit for Declared Majors
- DARS Exceptions**
- DARS Security
- Major & Degree Requirements

1. Click the "DARS Exceptions" link.

Depending on number of programs with which you work, Step 3 may or may not be necessary.

Please enter a student ID and select a degree program

Student ID:

Degree Program:

2. Enter Student ID.

3. Select Degree Program.

4. Click "Continue."

Available Reports For:

Student: TEST, STUDENT (00000000) **Inst ID:** UTAH

Dg Prog: TEST

There were no matching records found. To add an exception with the above values, click on "Add Exception".

5. Click "Add New Exception."

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

Please select a control code

Control Code:

6. Select Control Code.

7. Click "Continue."

Control Code	Uses
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.

CS – GenEd Course Substitution	University College enters this exception when adding general education classes.
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.

The screenshot shows a form for entering exceptions. At the top, it displays student information: Student: TEST, STUDENT (00000000), Inst ID: UTAH, Inst CD: SEM, and Dg Prog: TEST. Below this, there are several fields with red callout boxes explaining them:

- Control Code:** A dropdown menu.
- Pseudo Name:** A text field. Callout: **Pseudo name:** Enter the pseudo name assigned to the requirement that is being altered.
- Note:** A text field. Callout: **Note:** Optional free text field. All information typed in this field will print on the student's audit.
- Memo:** A text area. Callout: **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.
- Authorized:** Date fields for Month (11), Day (3), and Year (2009). Callout: **Authorized:** Defaults to current date. May be changed to any date or left at the default.
- By:** A text field for initials. Callout: **By:** Initials of person entering exception.

At the bottom left, there is a button labeled "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

Graduation Information

DARS

- How to Read a DARS Report
- DARS Security Form
- View/Delete Degree Audit Report(s)
- Generate Degree Audit Reports**
- Generate Degree Audit for Declared Majors
- DARS Exceptions
- DARS Security
- Major & Degree Requirements

1. Click the “Generate Degree Audit Reports” link.

The catalog year you select will reflect the major requirements at the start of that academic year.

Please select the catalog year.

Catalog Year: 2009-2010

2. Select Catalog Year.

Enter the following information.

The Degree Audit Reports are stored by student ID.

Student ID: 00000000

3. Enter Student ID as “00000000”.

Listall: M - Display Pseudo Names

4. Select “M – Display Pseudo Names” from the Listall menu.

Undergraduate Semester Degree Programs:

Graduate Semester Degree Programs:

Intermediate and Pre-Major Degree Programs:

Minors and Certificates:

5. Select Degree Program.

Submit Reset

6. Click “Submit.”

All audits will be deleted at grade posting time

7. Select "View" to see audit.

				<u>Degree Department</u>
	<u>View</u>	<u>Prepared</u>	<u>Catalog Year</u>	<u>Degree Program</u>
DELETE <u>VIEW</u>	09/28/2009 - 16:45	2009 - 2010	THEATRE STUDIES	
				BACHELOR OF ARTS

Pseudo names appear in one of two places.

▼ X

CATLYT: 200908 RNAME: UULANG
REQU FYT: 200808

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.

Student: TEST, STUDENT (00000000)		Inst ID: UTAH	
Inst CD: SEM		Dg Prog: TEST	
Control Code: RD			
Pseudo Name:			
Delete Course:		Dept Code:	Course #:
Note:			
Memo:			
Authorized:		Month: 9	Day: 29 Year: 2009
By:			
This Exception			

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.

X 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	QI	3.0	A	Physiology Of Fitness
FA10	ESS	3092		3.0	A-	Kinesiology
FA11	ESS	3093	QI	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](#)

Student: TEST, STUDENT (00000000) **Inst ID:** 15
Dg Prog: ESS.BS

Control Code: RD

Pseudo Name: ESSU3A

Delete Course: Dept Code: H EDU Course #: 1950

Note: CPR CERTIFIED

Memo:

Authorized: Month: 03 Day: 18 Year: 2011

By: ESRD

Buttons: Add New Exception, Save This Exception

Annotations:

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."

COURSE REQUIREMENTS

COMPLETE THE FOLLOWING REQUIRED COURSES

NOTE: RD – CPR CERTIFIED

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 QI	3.0	A	Physiology Of Fitness
FA10	ESS	3092	3.0	A-	Kinesiology
FA11	ESS	3093 QI	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 EDU3750](#) OR [5950](#)

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.

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

Replacement Course Student Record:

Enter the course the student has taken or will take in place of the course that is normally listed.

Term: Select from the drop down the term the replacement course was taken **only** if the course was taken multiple times.

The screenshot shows a web form for entering RS exceptions. The form is titled "EST, STUDENT (00000000)". It has several sections: "Control Code:" with a value of "RS"; "Pseudo Name:" with an empty text box; "Course Listed in sub-req:" with fields for "Dept Code:" and "Course #:"; "Replacement Course Student Record:" with fields for "Dept Code:", "Course #:", "Year:", and "Term:" (a dropdown menu); "Note:" with an empty text box; "Memo:" with an empty text box; "Authorized:" with fields for "Month:" (9), "Day:" (29), and "Year:" (2009); and "By:" with an empty text box. There is a "Exception" button at the bottom left. Four red boxes with white text provide instructions for specific fields: "Course Listed in sub-req:", "Year:", "Replacement Course Student Record:", and "Term:".

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.

SP09 XHEM 120 SF 4.0 A GENERAL CHEM I
221759 : CHEM 120

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

Student: TEST, STUDENT (00000000) Inst ID: UTAH
Inst CD: SEM Dg Pro

Control Code: RS

Pseudo Name: CHEM1A

Course Listed in sub-req: Dept Code: CHEM Course #: 1210

Replacement Course Student Record: Dept Code: XHEM Course #: 120 Year: Term:

Note:

Memo:

Authorized: Month: 09 Day: 02 Year: 2010

By: CHRW

Save This Exception

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.

7. Click "Save This Exception."

6. Enter initials.

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

✖ CORE CHEMISTRY COURSES

- 20.00 HOURS EARNED 6 COURSES TAKEN

SP10 CHEM 2310	4.0 B	Organic Chemistry I
FA10 CHEM 2315	2.0 A	Organic Chemistry Lab I
FA10 CHEM 2320	4.0 C	Organic Chemistry II
SP11 CHEM 2325	2.0 A-	Organic Chem Lab II
FA11 CHEM 3000 QICW	4.0 IP	Quant Analysis
SP09 XHEM 120 SF	4.0 A	GENERAL CHEM I
		221759 : CHEM 120

NEEDS: 5 COURSES
SELECT FROM: [CHEM 1220,1215,1225,3060,3100](#)

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.

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.

ENTERING RI EXCEPTIONS

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

Student: TEST, STUDENT (00000000)		Inst ID: UTAH			
Inst CD: SEM		Dg Prog: TEST			
Control Code: RI					
Pseudo Name:					
Course(s): Enter the course(s) that is being added to the requirement.	Course(s):	Dept Code:	Course #:	Year:	Term:
		Dept Code:	Course #:	Year:	Term:
		Dept Code:	Course #:	Year:	Term:
		Dept Code:	Course #:	Year:	Term:
		Dept Code:	Course #:	Year:	Term:
Note:					
Memo:					
Authorized: Month: 9					
By:					
Save This Exception					

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: 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.

FA03 CL CV4550 HF 3.0 A Ancient Myth & Religion

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."

Student: TEST (0000) Inst ID: 0000
Inst CD: SEM Dg Pro: 0000

Control Code: RI

Pseudo Name: ANTH4A

Course(s): Dept Code: CL CV Course #: 4550 Year: Term:
Dept Code: Course #: Year: Term:
Dept Code: Course #: Year: Term:
Dept Code: Course #: Year: Term:
Dept Code: Course #: Year: Term:

Note:
Memo:

Authorized: Month: 9 Day: 3 Year: 2011

By: ANFW

Save This Exception

ALLIED HOURS

COMPLETE AT LEAST 12 HOURS
9.00 HOURS EARNED

FA03 CL CV4550 HF	3.0 A	Ancient Myth & Religion
FA01 ETHNC2590 DVHF	3.0 A-	Pacific Islander Am Exp
FA03 PHIL 4110 CWHF	3.0 B	Ancient Greek Philosophy

NEEDS: 3.00 HOURS

SELECT FROM: BIOL **** ECON **** ETHNC ****
FCS **** GEOG **** GEO **** GNDP ****
HIST **** PHIL **** POLS **** PSY ****
SOC **** LEAP 1101

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.

SP00 AP0005HART FF 8.0 AP AP CR : AP0005HART FF

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

Student: TEST(00000000)
Inst CD: SEM

Control Code: RI

Pseudo Name: ANTH4A

Course(s):

Dept Code: AP000	Course #: 5HAR	Year:	Term:
Dept Code:	Course #:	Year:	Term:
Dept Code:	Course #:	Year:	Term:
Dept Code:	Course #:	Year:	Term:
Dept Code:	Course #:	Year:	Term:

Note:

Memo:

Authorized: Month: 9 Day: 3 Year: 2011

By: ANRW

Save This Exception

Final Courses

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."

ALLIED HOURS

+ COMPLETED AT LEAST 12 HOURS
(14.00 HRS COMPLETED)

FA03 CL CV4550 HF 3.0 A Ancient Myth & Religion
FA01 ETHNC2590 DVHF 3.0 A- Pacific Islander Am Exp
SP00 AP0005HART FF 8.0 AP AP CR : AP0005HART FF

RW – REQUIREMENT WAIVER/MODIFICATION

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.

ENTERING RW EXCEPTIONS

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:

To Change	Field	Lowering	Raising
Number of Courses Needed at the Requirement Level	Req Count	Enter a negative sign (-) and the number of courses that are being waived.	Enter a plus sign (+) and the number of courses that are being added.
Number of Courses Needed in a Sub-requirement	Sub-req Course Count	Enter a negative sign (-) and the number of courses that are being waived.	Enter a plus sign (+) and the number of courses that are being added.
Number of Hours Needed	Required Hours	Enter a negative sign (-) and the number of hours that are being waived.	Enter a plus sign (+) and the number of hours that are being added.
Required GPA	GPA	Enter a negative sign (-) and the number of GPA points that are being waived.	Enter a plus sign (+) and the number of GPA points that are being added.
Maximum Hours	Maximum Hours	Enter a negative sign (-) and the number of maximum hours that are being waived.	Enter a plus sign (+) and the number of maximum hours that are being added.

Student: TEST, STUDENT (00000000)		Inst ID: UTAH	
Inst CD: SEM		Dg Prog: TEST	
Control Code: RW			
Pseudo Name:			
Req Count:			
Sub-req. Course Count:			
Required Hours:			
GPA:			
Maximum Hours:			
Note:			
Memo:			
Authorized: Month: 9 Day: 29 Year: 2009			
By:			
Save This Exception			

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."

Student: TEST, STUDENT (0000
Inst CD: SEM

Control Code: RW
Pseudo Name: ECONRW
Req Count:
Sub-req. Course Count: -1
Required Hours:
GPA:
Maximum Hours:
Note:
Memo: PRIOR DEGREE. REVIEWED TRANSCRIPT - ECON 360 ECON DEVELOPMENT ACCEPTED FOR ELECT.
Authorized: Month: 11 Day: 3 Year: 2009
By: ECRW
Save This Exception

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

IP UPPER DIVISION ELECTIVE REQUIREMENT

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
FA09	ECON	3500 OIIR	3.0 IP	Intntl 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.

The screenshot shows the 'Save This Exception' form in the DARS system. The form is titled 'Student: TEST, STUDENT (00000000)' and 'Inst ID: UTAH'. The 'Inst CD' is 'SEM'. The 'Control Code' is 'RW'. The 'Pseudo Name' is 'CPSCIRW'. The 'Req Count' is '1'. The 'Sub-req. Course Count' is '1'. The 'Required Hours' is '-1'. The 'GPA' is '1.0'. The 'Maximum Hours' is '1.0'. The 'Note' field contains 'CP SC 3960 1.0 CR'. The 'Memo' field is empty. The 'Authorized' field shows 'Month: 11', 'Day: 3', and 'Year: 2009'. The 'By' field shows 'CSRW'. The 'Save This Exception' button is at the bottom left.

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.

The screenshot shows the 'COMPUTER SCIENCE ELECTIVES' section of the DARS system. The section is titled 'COMPUTER SCIENCE ELECTIVES' and '7 ADDITIONAL UPPER LEVEL CS CLASSES REQUIRED, TOTALING 21 SEMESTER HOURS.' The 'NOTE' field contains 'RW - CP SC 3960 1.0 CR'. The 'NEEDS' field contains '7.00 HOURS 3 COURSES'. The 'EARNED' field contains '13.00 HOURS EARNED 4 COURSES TAKEN'. The 'COURSES TAKEN' section lists the following courses:

Course ID	Course Name	Grade	Hours
SP08 CS 5600	Intro Computer Graphics	3.0 A	3.0
FA09 CS 4510	EAE Senior Project I	3.0 IP	3.0
FA09 CS 5350	Machine Learning	3.0 IP	3.0
FA09 CS 5460	Operating Systems	4.0 IP	4.0

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:

The screenshot shows a web form for entering exceptions. At the top, it displays 'Student: TEST, STUDENT (00000000)' and 'Inst ID: UTAH'. Below this, 'Dg Prog: TEST' is shown. The main form area includes fields for 'Control Code' (set to 'CS'), 'Pseudo Name', 'Course' (with sub-fields for 'Dept Code', 'Course #', and 'Gen Ed Code'), 'Year/Term' (with sub-fields for 'Year' and 'Term'), 'Note', and 'Memo'. At the bottom, there are fields for 'Authorized' (Month: 11, Day: 3, Year: 2009) and 'By:'. A 'Save This Exception' button is at the bottom left. Three red callout boxes provide instructions: 1. '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.' 2. 'Gen Ed Code: This field is normally left blank.' 3. '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.

FA05	XSX	001	BF	3.0	B	GENERAL PSYCHOLOGY
						660070 : PSY 001
FA05	XSX	002		3.0	B	AGE-RELATED PSYCHOLOGY
						660070 : PSY 002

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

Student: TEST, STUDENT (00000000)
Inst CD: SEM

Control Code: CS

Pseudo Name: **INTEXSS**

Course: Dept Code: **XSY** Course #: **002** Gen Ed Code:

Year/Term: Year: Term:

Note: **MEETS REQUIREMENT**

Memo: TRANSFER. INTERNATIONAL. AGE RELATED PSYCHOLOGY

Authorized: Month: **11** Day: **03** Year: **2009**

By: **UGRW**

Save This Exception

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."

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

✓ **SOCIAL SCIENCE IE AREA (BF)**

+ **COMPLETED REQUIREMENT**
6.00 HOURS EARNED 2 COURSES TAKEN

FA05 XSY 001 BF	3.0 B	GENERAL PSYCHOLOGY
		660070 : PSY 001
FA05 XSY 002	3.0 B	AGE-RELATED PSYCHOLOGY
		660070 : PSY 002
		>>MATCHED AS: INTEXSS
		MEETS REQUIREMENT

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:

The screenshot shows a web form for entering AC exceptions. The form includes fields for Course (Dept Code, Course #, Gen Ed Code), Year/Term (Year, Term), Add CC, Remove CC, Memo, Authorized (Month, Day), and By. A 'Save This Exception' button is at the bottom. Red callout boxes provide instructions for several fields:

- 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.

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

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.

TIPS & TRICKS

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.

SP99 ECON 3600 QBQI 5.0 A- Quant Methods

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

The screenshot shows a web form for entering an exception. At the top, it displays 'Student: TEST, STUDENT (00000000)' and 'Inst ID: UTAH'. Below this, 'Inst CD: SEM' and 'Dg Prog: ECONBA' are shown. The 'Control Code' is set to 'RS'. The 'Pseudo Name' field contains 'ECON8A'. Under 'Course Listed in sub-req:', 'Dept Code' is 'ECON' and 'Course #' is '3620'. Under 'Replacement Course Student Record:', 'Dept Code' is 'ECON' and 'Course #' is '3800'. There are empty fields for 'Year' and 'Term'. Below these are fields for 'Note' and 'Memo'. At the bottom, 'Authorized:' shows 'Month: 9', 'Day: 3', and 'Year: 2011'. There is a 'By:' field and a 'Save This Exception' button at the very bottom.

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

The screenshot shows a summary of course requirements. It lists 'QUANTITATIVE METHODS - CALCULUS' with a green checkmark. Below it, it says '+ 5.00 HOURS EARNED 1 COURSE TAKEN' and shows the course 'SP99 ECON 3600 QBQI 5.0 A- Quant Methods'. Below that, it lists 'QUANTITATIVE METHODS - STATISTICS' with a red X. At the bottom, it says '- NEEDS: 1 SET' and 'SELECT FROM: ECON 3640'.

Enter an RW – Requirement/Waiver Modification exception to waive the other course.

Student: TEST, STUDENT (00000000)		Inst ID: UTAH	
Inst CD: SEM		Dg Prog: ECONBA	
Control Code: RW			
Pseudo Name: ECON9A			
Req Count:			
Sub-req. Course Count: -1			
Required Hours:			
GPA:			
Maximum Hours:			
Note:			
Memo:			
Authorized: Month: Day: Year:			
By: ECRW			
Save This Exception			

QUANTITATIVE METHODS - CALCULUS

+ 5.00 HOURS EARNED 1 COURSE TAKEN
SP99 ECON 3600 QBQI 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:

dars exceptions ...

Available Reports For:

Student: TEST, STUDENT (00000000) Inst ID: UTAH

Dg Prog: ECONBA

Ctrl Cd	Inst Cd	Pseudo Name	Course	Replacement Course	Addtl Rows
RS	SEM	ECON3A	ECON 2020	ECON 1010	

1. Click the magnifying glass icon.

Student: TEST, STUDENT (00000000) Inst ID: UTAH

Inst CD: SEM Dg Prog: ECONBA

Control Code: RI

Pseudo Name: ECON6A

Course(s): XNG 111

Note:

Memo:

Authorized: By: Date:

2. Click the "Update This Exception" button.

3. Enter any changes.

Student: TEST, STUDENT (00000000) Inst ID: UTAH

Inst CD: SEM Dg Prog: ECONBA

Control Code: RI

Pseudo Name: ECON6A

Course(s):

Dept Code	Course #	Year	Term
XNG	111		

Note:

Memo:

Authorized: By: Date:

4. Click the "Save This Exception" button.

DELETING EXCEPTIONS

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

dars exceptions ...

Available Reports For:

Student: TEST, STUDENT (00000000) Inst ID: UTAH

Dg Prog: ECONBA

Ctrl Cd	Inst Cd	Pseudo Name	Course	Replacement Course	Addnl Rows
  	RS	SEM	ECON3A	ECON 2020	ECON 1010

1. Click the red X icon.

Student: TEST, STUDENT (00000000) Inst ID: UTAH

Inst CD: SEM Dg Prog: ECONBA

Control Code:	RD
Pseudo Name:	ECON2A
Delete Course:	ECON 2010
Note:	
Memo:	
Authorized:	05112011
By:	ECNT

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.

Student: TEST, STUDENT (00000000)
Dg Prog: ECONBA

Ctrl Cd	Inst Cd	Pseudo Name	Course	Replacement Course	Addtl Rows
RS	SEM	ECON3A	ECON 2020	ECON 1010	

Add New Exception

Click the blue windows

The following screen will appear:

Note: Pseudo names may vary for each degree program. [Learn how to find Pseudo names.](#)

Student: TEST, STUDENT (00000000) Inst ID: UTAH
Inst CD: SEM Dg Prog: --Select Option--

Control Code: RS
Pseudo Name:

Course(s): Dept Code: ECON Course #: 2020 Year: Term:
Course Listed in sub-reg: ECON 2020
Replacement Course: ECON 1010
Student Record:
Note:
Memo:
Authorized: 2/8/2010
By:

Copy Exception

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.

Message:

- Your Dars Exception has been successfully copied.
- [View previously copied Exception](#)

Available Reports For:

Student: TEST, STUDENT (00000000) Inst ID: UTAH
Dg Prog: ECONBA

Ctrl Cd	Inst Cd	Pseudo Name	Course	Replacement Course	Addtl Rows
RS	SEM	ECON3A	ECON 2020	ECON 1010	

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.

