

An aerial photograph of a city, likely a university campus, with a semi-transparent green overlay. The image shows various buildings, including a large multi-story building in the upper center and a large, modern building with a curved facade in the lower center. The text is centered over the image.

# DARS Exception Manual

Updated: 02/2025

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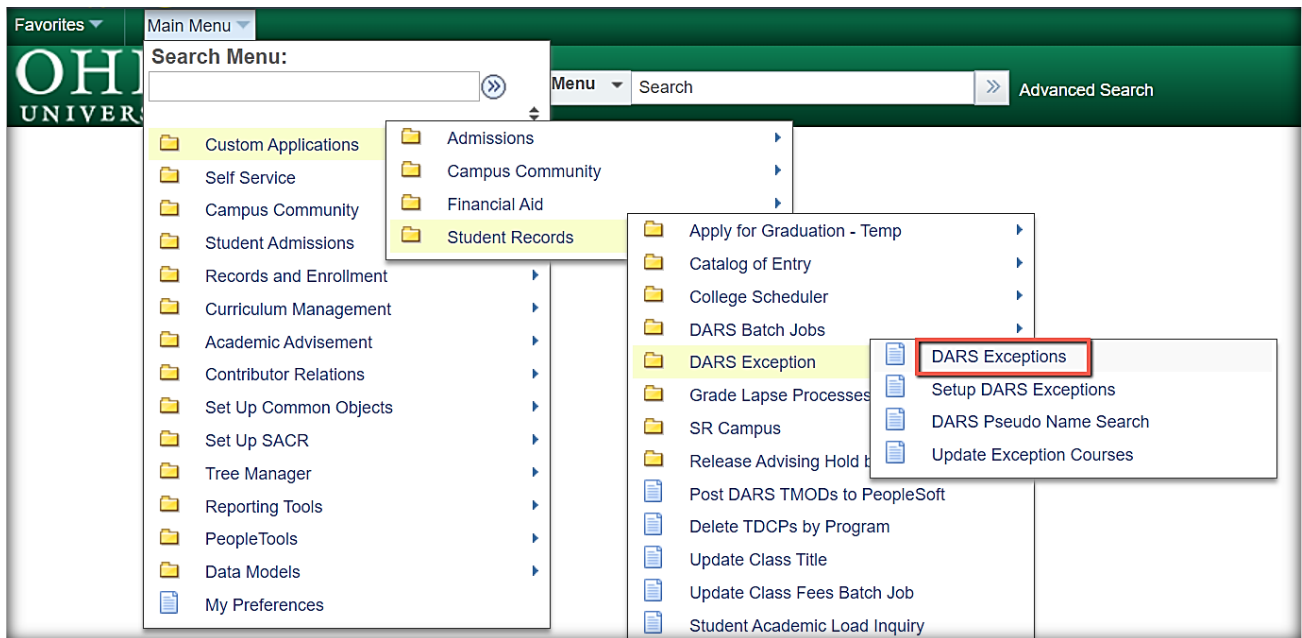
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# I. About DARS Exceptions

The Degree Audit Reporting System (DARS) includes a process by which exceptions to degree requirements can be tracked and reflected on the degree audit report for individual students. The DARS Exception process is also used to add requirements, such as minors, certificates, concentrations, etc., to a student's audit report.

## PeopleSoft

DARS exceptions are processed in PeopleSoft. Please ensure you have the necessary permissions to access the **DARS Exceptions** page.



## Contact Us

If you have any questions about DARS exceptions or permissions needed to process exceptions, please contact the Registrar - DARS team at [dars@ohio.edu](mailto:dars@ohio.edu). Registrar contacts can also be found on the [University Registrar – Whom to Contact](#) page.



# II. Important Information about DARS Exceptions

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Exception processing procedures differ by college and desired effect, but there are some rules and restrictions that apply to *all* individuals authorized to process exceptions.

## Exceptions **not** permitted by colleges:

Authorized personnel in deans' offices are responsible for processing exceptions to major requirements within their college. However, individuals in college offices **MAY NOT**:

1. **Process overall credit adjustments** (*reductions to credits required for degree/program*)

- Students must earn a minimum of:
  - 120\*\* semester hours for a bachelor's degree
  - 60 semester hours for an associate degree
  - 30 semester hours for a master's degree
  - 90 semester hours for a doctoral degree

**\*\****Students must complete 120 semester hours for one bachelor's degree and 135 semester hours for two bachelor's degrees.*

2. **Process exceptions to general education requirements**

- Any exceptions to BRICKS (or TIERS) requirements must be appealed to the [General Education Committee](#).
- If approved, the General Education Committee forwards approved exception requests to the DARS team for processing.

3. **Process exceptions to residency requirements**

- Degree/Program residency (*credit earned at Ohio University - OU*)
  - **Bachelors** - A minimum of 30 semester hours in OU coursework
  - **Associate** – A minimum of 18 semester hours in OU coursework
  - **Master's and Doctoral programs** – See catalog [Transfer Credit Limits](#)
- Major residency
  - **Undergraduate** – A minimum of 50 percent of coursework taken to fulfill your major concentration, minor, or certificate must be completed at OU.

4. **Process exceptions for general graduation requirements - See the university catalog for a full list of graduation/degree requirements that cannot be overridden.**

- Undergraduate catalog
  - Navigate to the [Requirements](#) section of the student's catalog.
    - *Pathway: [catalogs.ohio.edu](#) > Graduation Requirements – Universitywide > Requirements*
- Graduate catalog
  - Navigate to the Degree and Certificate Requirements section of the student's catalog.
    - *Pathway: [catalogs.ohio.edu](#) > Ohio University Graduate Catalog (select catalog drop-down) > Degree and Certificate Requirements*
- University policies
  - Navigate to the [University Policy page](#); see Academic Matters section.

## Exceptions are for exceptional circumstances

Exceptions are generally applied when a student's academic needs and experience necessitate modification of degree requirements. Exceptions should not be the norm. Here are important reminders about the exceptional nature of exceptions:

- Exceptions should not be used to circumvent the curriculum approval process.
- If you find yourself repeatedly processing the same exceptions, consider changing the curriculum.
  - *Note: It is appropriate to repeatedly apply exceptions to DARS that are built to require manual intervention (e.g., foreign language waiver if English is second language).*
- The student always has the option of changing their major catalog year to follow updated or different curriculum requirements.

# III. Types of Exceptions

There are myriad ways to process individualized exceptions to degree requirements. The type of exception that is applied depends on the desired results. Nevertheless, users must choose wisely as there are unintended consequences for some exceptions.

## Exceptions recommended by the DARS team

### 1. Requirement Modification tab – (RM) Requirement Modification

In most cases, the Requirement Modification tab and RM-Requirement Modification exception code can be applied.

- RM exceptions can be used to modify:
  - sub-requirements
  - number of required courses (count)
  - number of required hours (hours)
  - required GPA,
  - maximum hours allowed (max hours),
  - and course condition codes.

Requirement Modification | Force Req/Create Pseudo | Conditional Requirement | Waive Course | Course Modification

Scroll Area | Find | View All | First | 1 of 1 | Last

Action Code: R

\*Term Type: [v]  
Plan Code: [ ]  
\*Pseudo Name: [ ]

\*Exception Code: RM - Requirement modification

Requirement Name: [ ]

Condition Codes:  
Accept: ac1: [ ] ac2: [ ]  
Reject: rc1: [ ] rc2: [ ]  
Assign: [ ]  
Usect/Maxct: [ ]

Subreq's/Count: [ ] Hours: [ ]  
Req Count: [ ] GPA: [ ]  
Max. Hours: [ ] (maxhrsck): [v]

Note for Audit: [ ]  
Memo: [ ]

Approval Emplid: [ ] Approval Date: [ ]  
Last Update ID: [ ] Last Update Date: [ ]

*Course Subject	*Course Number	Rcourse Subject	Rcourse Number	MatchCtl	From Term	To Term	Crse Seq No.	Last Up ID	Last Up Dt
1	[ ]	[ ]	[ ]	[v]	[ ]	[ ]	1	[ ]	[ ]

**\*\* [Jump to \(RM\) step-by-step instructions](#) \*\***

## 2. Requirement Modification tab – (SC) Substitute Requirement

When particular courses in the “select from” or “not from” list should be substituted with a different course, the SC-Substitute Requirement exception code should be applied.

- SC exceptions can be used to modify:

- Individual course requirements
- sub-requirements
- number of required courses (count)
- number of required hours (hours)
- required GPA,
- maximum hours allowed (max hours),
- and course condition codes.

Requirement Modification | Force Req/Create Pseudo | Conditional Requirement | Waive Course | Course Modification

★

Scroll Area
Find | View All
First 2 of 3 Last

Action Code: R + -

\*Term Type: Semester Semester \*Exception Code: SC - Substitute course

Plan Code:  Requirement Name:

\*Pseudo Name:

Condition Codes:

Subreq's/Count:  Hours:  Accept: ac1:  ac2:

Req Count:  GPA:  Reject: rc1:  rc2:

Max. Hours:  (maxhrsck):  Assign:

Usect/Maxct:

Note for Audit:

Memo:

Approval Emplid:  Approval Date:

Last Update ID:  Last Update Date:

Personalize | Find | View All

1	*Course Subject	*Course Number	Rcourse Subject	Rcourse Number	MatchCtl	From Term	To Term	Crse Seq No.	Last Up ID	Last Up Dt
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1		

**[\\*\\* Jump to \(SC\) step-by-step instructions \\*\\*](#)**

### 3. Requirement Modification tab – (AC) Add course to list

If a course should be *added* to the current “select from” or “not from” list, the AC-Add Course exception code should be applied.

- AC exceptions can be used to modify:
  - **required course listings (additions)**
  - number of required courses (count)
  - number of required hours (hours)
  - required GPA,
  - maximum hours allowed (max hours),
  - and course condition codes.

Requirement Modification
Force Req/Create Pseudo
Conditional Requirement
Waive Course
Course Modification

Scroll Area Find | View All    First 2 of 2 Last

Action Code:  + -

\*Term Type:  \*Exception Code: AC - Add course to list

Plan Code:  Requirement Name:

\*Pseudo Name:

Condition Codes:

Subreq's/Count:  Hours:  Accept: ac1:  ac2:

Req Count:  GPA:  Reject: rc1:  rc2:

Max. Hours:  (maxhrsck):  Assign:

Usect/Maxct:

Note for Audit:

Memo:

Approval Emplid:  Approval Date:

Last Update ID:  Last Update Date:

	*Course Subject	*Course Number	Rcourse Subject	Rcourse Number	MatchCtl	From Term	To Term	Crse Seq No.	Last Up ID	Last Up Dt
1	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	▼	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	1		

**\*\* [Jump to \(AC\) step-by-step instructions](#) \*\***

#### 4. Requirement Modification tab – (DC) Delete course from list

If a course should be *deleted* from the current “select from” or “not from” list, the DC – Delete course from list exception code should be applied.

- AC exceptions can be used to modify:

- **required course listings (removals)**
- number of required courses (count)
- number of required hours (hours)
- required GPA,
- maximum hours allowed (max hours),
- and course condition codes.

The screenshot shows the 'Requirement Modification' tab selected. The 'Exception Code' dropdown is set to 'DC - Delete course from list'. The 'Course Subject' and 'Course Number' fields in the table below are highlighted with a red box.

*Course Subject	*Course Number	Course Subject	Course Number	MatchCtl	From Term	To Term	Crse Seq No.	Last Up ID	Last Up Dt
1							1		

**\*\* [Jump to \(DC\) step-by-step instructions](#) \*\***



# Proceed with caution!

## *Exceptions with unintended consequences*

Exception processing can be a powerful tool. Exceptions can force requirements to reflect as complete, but it may come at a cost.

### 1. Requirement Modification tab – (WR) Waive Requirement

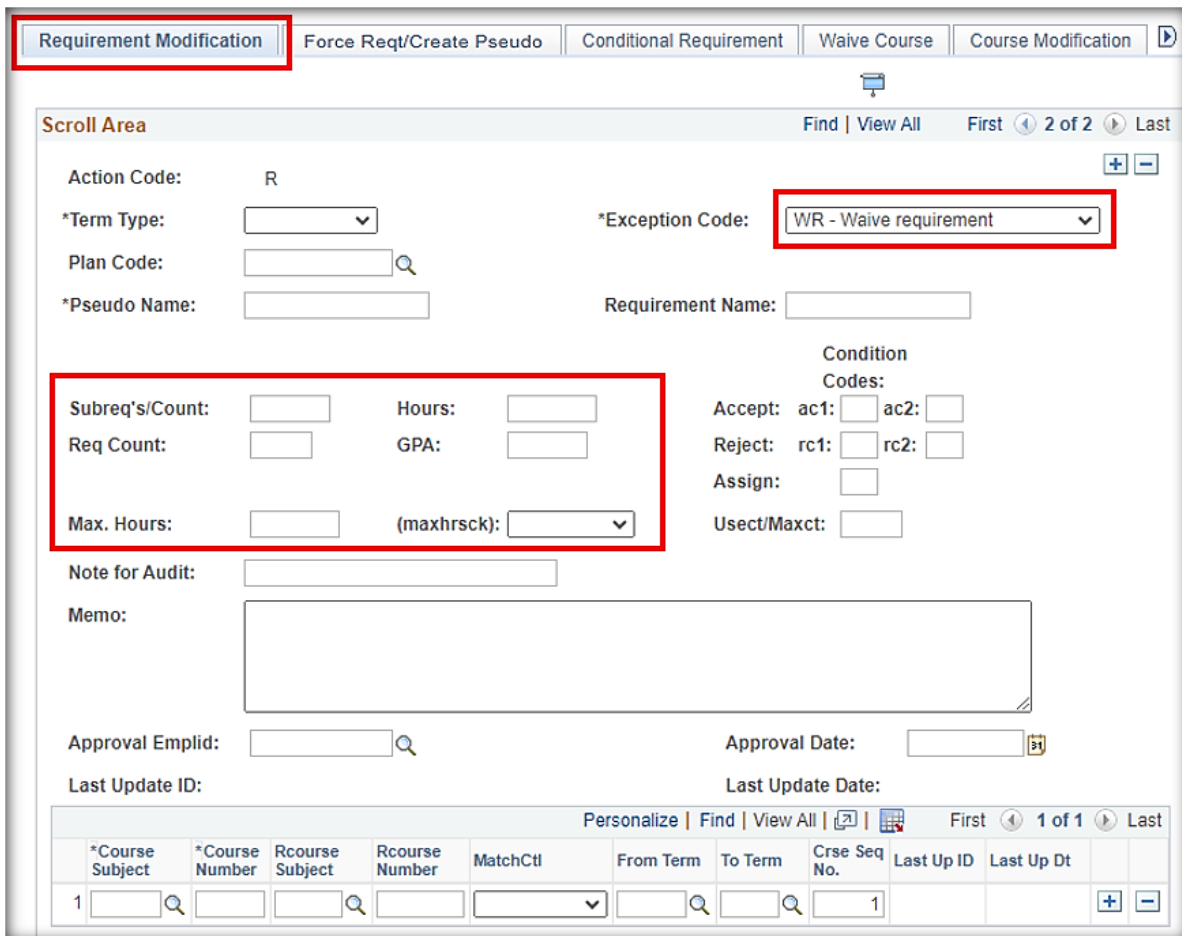
This exception can be used to waive (no longer require) a requirement.

#### Pros

- Student's unneeded requirement is waived

#### Cons

- All courses in the requirement can also be used (duplicate) elsewhere
- Makes the requirement appear as if no courses were ever required
- All required hours now equal zero



Requirement Modification | Force Req/Create Pseudo | Conditional Requirement | Waive Course | Course Modification

Scroll Area | Find | View All | First | 2 of 2 | Last

Action Code: R

\*Term Type: [dropdown]

Plan Code: [input]

\*Pseudo Name: [input]

\*Exception Code: WR - Waive requirement

Requirement Name: [input]

Condition Codes:

Accept: ac1: [input] ac2: [input]

Reject: rc1: [input] rc2: [input]

Assign: [input]

Usect/Maxct: [input]

Subreq's/Count: [input] Hours: [input]

Req Count: [input] GPA: [input]

Max. Hours: [input] (maxhrsck): [dropdown]

Note for Audit: [input]

Memo: [text area]

Approval Emplid: [input]

Approval Date: [input]

Last Update ID: [input]

Last Update Date: [input]

Personalize | Find | View All | First | 1 of 1 | Last

*Course Subject	*Course Number	Rcourse Subject	Rcourse Number	MatchCtl	From Term	To Term	Crse Seq No.	Last Up ID	Last Up Dt
1	[input]	[input]	[input]	[dropdown]	[input]	[input]	1		



## 2. Force Req/ Create Pseudo tab – (FR) Force to Completion

This exception should **only** be used for **non-course requirements**. Applicable non-course requirements may include external experiences or requirements that are programmed into DARS but can only be fulfilled with manual intervention from an exception processor. The FR exception code forces a sub-requirement to completion.

*Note: This exception was previously called “Waive Subreq (WS – Waive Subrequirement)”*

### Pros

- Student’s unneeded sub-requirement is waived

### Cons

- Forces requirement fulfillment by adding unearned credit hours
- If minimum hours are required for the major, makes it appear that student has accumulated hours that they have not truly earned.

Requirement Modification | **Force Req/Create Pseudo** | Conditional Requirement | Waive Course | Course Modification

Scroll Area Find | View All First 1 of 1 Last

Action Code: E

\*Term Type:

\*Exception Code: **FR - Force to Completion**

Plan Code:

\*Pseudo Course:

Note for Audit:

Memo:

Approval Emplid:

Approval Date:

Last Update ID:

Last Update Date:

# IV. Finding Pseudo Names

Exceptions require the user to provide a *pseudo name/course*. The *pseudo name* is used to link the exception with a specific requirement or sub-requirement. There are a few ways to find the pseudo name for your particular requirement: **(1)** by running an [administrative audit in the Faculty & Advising Center \(FAC\)](#); **(2)** by using the [Peoplesoft DARS Pseudo Search](#); or **(3)** by [running a sample audit in the FAC](#).

## Option 1: Find pseudo - Administrative Audit

The DARS team generally uses a naming convention when creating pseudo names. If you would like to ensure the correct pseudo name is being used for a particular requirement/sub-requirement, run an Administrative Audit with **List All: Pseudo**.

### Administrative Audit Steps:

- 1) Go to the FAC – DARS page: <https://webapps.ohio.edu/oasis/dars/index.htm>
  - Go to the **Advising** tab → **DARS**
  - Enter the student's **ID number** and select **Lookup**
  - Select **Request Administrative Audit**

The screenshot shows the DARS web application interface. At the top, there is a navigation bar with tabs: Dashboard, Advising (selected), Teaching, Administration, and Schedule Planner. Below the navigation bar, there is a search area with a text input field labeled "Ohio ID, PID, or Empl ID" and two buttons: "Lookup" and "Sample Audits". A red arrow points to the "Advising" tab, and another red arrow points to the search input field. Below the search area, there is a table with columns: Type, Description, Degree, Catalog, Audit, and Delete. The table contains one row for "Major Baccalaureate Nursing (BS1203)" with a degree of "BSN" and a catalog year of "2022". The "Audit" column for this row has two buttons: "View Aug 16 2023 Audit" and "Refresh Audit (IP)". Below the table, there is a section titled "Do you need a DARS report for another academic program?" with a paragraph of text and two buttons: "Request What-If DARS Report" and "Request Administrative Audit". The "Request Administrative Audit" button is highlighted with a red box. Below this section, there is another table with columns: Type, Description, Catalog, Term, Audit, Status, Mode, and Delete. This table also contains one row for "Major Baccalaureate Nursing (BS1203)" with a catalog year of "2022" and a term of "Semester". The "Audit" column for this row has a button: "View Aug 17 2023 Audit".

2) On the request administrative audit pop-up

- Enter the student's **Plan Code**; **Catalog**; and **List All – Pseudo**
- *It is **rare**, but there are situations where the **List All: Full** should be used. Here are a couple of situations where List All: Full may be useful:*
  - If the pseudo name is needed for a requirement that is already fulfilled
  - If the pseudo name is hidden
    - ◆ If an administrative audit is run with List All: Pseudo, but the pseudo name is still not visible.
- *Otherwise, List All: Full should not be used. Exception processors run the risk of negatively impacting DARS encoding and setup.*

3) Once the administrative audit has run, the audit will appear in the Administrative Audit(s) section on the DARS landing page

- To view the DARS, select **View Month DD, YYYY Audit**

**\*Note:** Students cannot see the Administrative Audit(s) section.

Health Sciences & Professions Program						Audit		Delete	
Type	Description	Degree	Catalog						
Major	Baccalaureate Nursing (BS1203)	BSN	2023	<a href="#">View Sep 07 2023 Audit</a> <b>IP*</b> <a href="#">Refresh Audit (IP)</a>		<a href="#">Delete Semester Audit</a>			
<small>† In-Progress Audit assumes successful completion of current semester courses. These are reported with a grade of IP (In-Progress) or IPPF (In-Progress Pass/Fail).</small>									
<b>Do you need a DARS report for another academic program?</b> <small>If you are an undergraduate student and you are considering changing your major or adding a minor, certificate, or second major, you may request a "What-If" DARS report for the program. If you are a graduate student and you are considering adding a graduate certificate program, you may request a "What-If" DARS report for the program.</small>									
<a href="#">Request What-If DARS Report</a> <a href="#">Request Administrative Audit</a>									
Administrative Audit(s)									
Type	Description	Catalog	Term	Audit		Status	Mode	Delete	
Major	Baccalaureate Nursing (BS1203)	2023	Semester	<a href="#">View Sep 18 2023 Audit</a>			X	<a href="#">Delete</a>	

4) Now, the DARS will display with pseudo names.

- **1 Sub-requirement pseudo names**
  - Exception processors will use this pseudo most **frequently**.
  - Sub-requirement pseudos always begin with \$:
  - If multiple pseudo names are listed, use the **first pseudo** in most cases.
  - In example below (OMPHIL2): *Can be used to add, substitute, or delete a course in the “Other Requirements: PHIL 6901...” section.*
- **2 Requirement pseudo names**
  - This pseudo is **rarely** needed.
  - At the undergraduate level - this Pseudo applies to the major.
  - At the graduate level - this Pseudo may apply to the entire program, so proceed with caution.
  - In example below (OMPHIL): *Can be used to require 2 sub-requirements instead of 3 (Core Areas, Other Requirements, and Thesis).*
- **3 Group pseudo names**
  - This pseudo is **rarely** needed. These pseudo names typically have a “GR” near the end.
  - In example below (OMPHIL1GR2): *Can be used to add, substitute, or delete a course in the “ANCIENT” group.*

**\*\*Pro tip:** Copy/paste the pseudo (**without the \$:**) Most exception processing errors come from typos in pseudo names.

```
CATLYT: 20231      RNAME: OMPHIL      PSNAME: OMPHIL
REQU FYT: 00000   TO 999999   INSTCD: SEM

NO PHILOSOPHY
--> NEEDS: 33.00 HOURS          3 SUB-REQTS

- 1) Core Areas:
  Complete a minimum of one course from each of the five
  categories.
  Complete at least 18 hrs of 5000-level PHIL courses.
  NEEDS: 18.00 HOURS  5 COURSES
  SELECT FROM: LOGIC MATH: PHIL 5020 PHIL 5170 PHIL 5200
  PHIL 5270 $:OMPHIL1GR1
  ANCIENT: PHIL 5180 PHIL 5190 $:OMPHIL1GR2
  MODERN: PHIL 5280 PHIL 5290 PHIL 5380 PHIL 5390
  PHIL 5480 $:OMPHIL1GR3
  VALUE THEORY: PHIL 5300 PHIL 5320 PHIL 5340
  PHIL 5400 PHIL 5420 $:OMPHIL1GR4
  EPISTEMOLOGY: PHIL 5140 PHIL 5160 PHIL 5170
  PHIL 5510 PHIL 5500 $:OMPHIL1GR5 $:OMPHIL1

- 2) Other Requirements:
  PHIL 6901, PHIL 6903 and PHIL 6850 are required each
  semester they are offered while a student is in
  residence.
  SELECT FROM: PHIL 6901 PHIL 6903 PHIL 6850 $:OMPHIL2

- 3) Thesis:
  SELECT FROM: PHIL 6950 $:OMPHIL3
```

**Note:** all graduate-level pseudo names start with the number zero “0,” not the letter O.

5. Other Administrative Audit Pseudo tips:

- **Do not use pseudo name that end in “R”**
  - These are reject-line pseudo names.
  - Reject-line courses and pseudo names are *italicized and highlighted in red*.
  - Used to exclude courses from a requirement.
- **Never use pseudo names that start with an “XL”**
  - These are X-line pseudos,
  - X-line pseudos are only needed for the DARS encoders/programmers.
- An **asterisk (\*)** is a **wildcard**
  - In the example below, “MIS\*\*\*\*” means accept any course with an “MIS” subject code.

```
CATLYT: 20241      RNAME: GNLAREQH      PSNAME: GNLAREQH
                  REQU FYT: 2018      TO 999999      INSTCD: SEM
▼
NO      GENERAL LIBERAL ARTS REQUIREMENTS - PART I
      EARNED:  8.00 HOURS                3 SUB-REQTS
IN-PROGRESS:  6.00 HOURS
--> NEEDS:                                2 SUB-REQTS

+ 1) FOREIGN OR SIGN LANGUAGE - COMPLETE 2 COURSES IN ANY
    ONE FOREIGN OR SIGN LANGUAGE.
      8.00 HRS COMPLETED  2 COURSES TAKEN
Fa21 SPAN1110      4.0 TA      ELEMENTARY SPANISH I
Sp22 SPAN1120      4.0 TA      ELEMENTARY SPANISH II

- 2) ECONOMICS OR BUSINESS - COMPLETE 1 COURSE
    NEEDS:  3.00 HOURS      1 COURSE
-> NOT FROM: $:GNLAREQH2R
-> NOT FROM: $:GNLAREQH2R
SELECT FROM: BUSL ****  ECON ****  FIN ****  MGT ****
             MIS ****  MKT ****  $:GNLAREQH2
```

**Reject-line pseudo** (points to \$:GNLAREQH2R)

**Correct pseudo** (points to \$:GNLAREQH2)

**\*\*[Jump to Step-by-Step Exception Processing instructions](#)\*\***

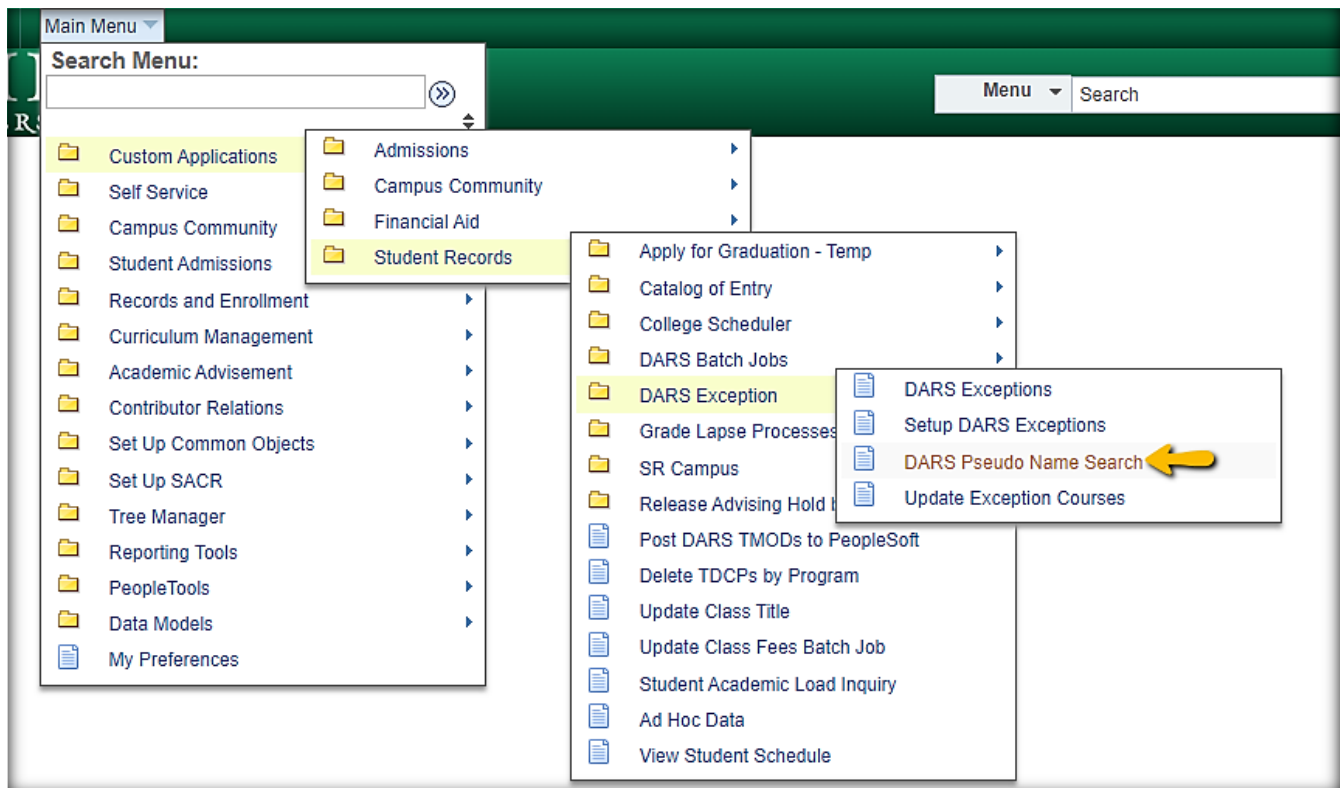


# Option 2: Find pseudo – PeopleSoft Pseudo Name Search/General Naming Convention

The PeopleSoft (PS) pseudo search can be used to provide general guidance regarding the appropriate pseudo name for exception processing. Using this option requires an understanding of the DARS general naming convention. Understanding the general naming convention is helpful for other pseudo searches as well.

## 1. PS – DARS Pseudo Name Search:

- The PS - DARS Pseudo Name Search can be found using the following pathway:
  - *Custom Applications > Student Records > DARS Exception > DARS Pseudo Name Search*



- Enter the student's **Plan Code** and **Catalog Year**
  - Leave the radio button selected for "order as displayed on DARS report"
  - Select **Retrieve List**

### DARS Pseudo Name Search

**Institution:** OHIOU

**Term Type:** Semester

**\*Plan Code:**

**\*Catalog Year:**

**Sort Order:**

Order as displayed on DARS report

Order as processed by DARS

[Retrieve List](#)

- The DARS Pseudo Name Search displays the overall **requirement pseudo names**.

### DARS Pseudo Name Search Results

**Requirement Pseudo Names for Exception Processing**  
Sorted by Display Order

**Institution:** OHIOU

**Term Type:** Semester

**Plan Code:** BJ1923      **Plan Title:** JOURNALISM MAJOR

**Major Catalog Year:** 2024

Personalize | Find | |

First 1-7 of 7 Last

	Requirement Title	Pseudo Name
1	COLLEGE REQUIREMENTS	HTCALL
2	MAJOR REQUIREMENTS	HTCJOURMJ
3	GENERAL LIBERAL ARTS REQUIREMENTS - PART I	GNLAREQH
4	GENERAL LIBERAL ARTS REQUIREMENTS - PART II	ADLGENLIB
5	AREA OF SPECIALIZATION REQUIREMENT	ASPECTXT2
6	RELATED AREA	HTCJOURRA
7	JOURNALISM SPECIALIZATION AREA (HTC)	\$HJSPEC

[Return](#)

- In the example below, **ADLGENLIB** is the **requirement pseudo**.
  - Knowing the requirement pseudo would only allow the exception processor to make changes to the number of sub-requirements needed (**2 SUB-REQTS** in example below).

```

CATLYT: 20241      RNAME: ADLGENLIB      PSNAME: ADLGENLIB
                  REQU FYT: 2018      TO 999999      INSTCD: SEM
▼
NO      GENERAL LIBERAL ARTS REQUIREMENTS - PART II

EARNED: 10.00 HOURS      0 SUB-REQTS
--> NEEDS:                2 SUB-REQTS

- 1) COMPLETE 10 ADDITIONAL LIBERAL ARTS COURSES FOR AT
  LEAST 30 HOURS FROM AT LEAST 3 DIFFERENT DEPARTMENTS
  EXCLUDING JOUR, MDIA, VICO, AND PHYSICAL ACTIVITY
  COURSES, AS ADVISED BY THE DIRECTOR OF STUDIES.
    10.00 HRS COMPLETED  3 COURSES TAKEN
    Fa22 COMS1030          3.0 TA      PUBLIC SPEAKING
    Sp22 ENG 1510          3.0 TA      WRITING AND RHETORIC I
    Fa23 MATH2301          4.0 TA      CALCULUS I

```

- Most exceptions require modification of sub-requirements (“COMPLETE 10 ADDITIONAL LIBERAL...” in the above example).
  - To find the sub-requirement pseudo, the exception processor has two options:
    - ◆ 1) Run an [Administrative Audit with List All: Pseudo](#)
    - ◆ 2) Understand and apply the [Pseudo Naming Convention](#)

***Continued on next page...***

## 2. General Naming Convention for Pseudos:

The DARS Team typically follows a naming convention when creating pseudo names. The naming convention is structured by Requirement, Sub-requirement, and Group.

- **(1) Requirement = Requirement pseudo** may be found in PeopleSoft Pseudo Name Search or by Running an [Administrative audit](#).
  - In example below: OMPHIL
- **(2) Sub-requirement = Requirement pseudo + 1, 2, 3...**
  - In example below: OMPHIL2
- **(3) Group = Requirement pseudo + GR1, GR2, GR3...**
  - In example below: OMPHIL1GR2

```
CATLYT: 20231      RNAME: OMPHIL      PSNAME: OMPHIL
REQU FYT: 00000   TO 999999  INSTCD: SEM

NO      PHILOSOPHY
--> NEEDS: 33.00 HOURS          3 SUB-REQTS

- 1) Core Areas:
  Complete a minimum of one course from each of the five
  categories.
  Complete at least 18 hrs of 5000-level PHIL courses.
  NEEDS: 18.00 HOURS    5 COURSES
  SELECT FROM: LOGIC MATH: PHIL 5020 PHIL 5170 PHIL 5200
                 PHIL 5270 $:OMPHIL1GR1
  ANCIENT: PHIL 5180 PHIL 5190 $:OMPHIL1GR2
  MODERN: PHIL 5280 PHIL 5290 PHIL 5380 PHIL 5390
                 PHIL 5480 $:OMPHIL1GR3
  VALUE THEORY: PHIL 5300 PHIL 5320 PHIL 5340
                 PHIL 5400 PHIL 5420 $:OMPHIL1GR4
  EPISTEMOLOGY: PHIL 5140 PHIL 5160 PHIL 5170
                 PHIL 5510 PHIL 5500 $:OMPHIL1GR5 $:OMPHIL1

- 2) Other Requirements:
  PHIL 6901, PHIL 6903 and PHIL 6850 are required each
  semester they are offered while a student is in
  residence.
  SELECT FROM: PHIL 6901 PHIL 6903 PHIL 6850 $:OMPHIL2

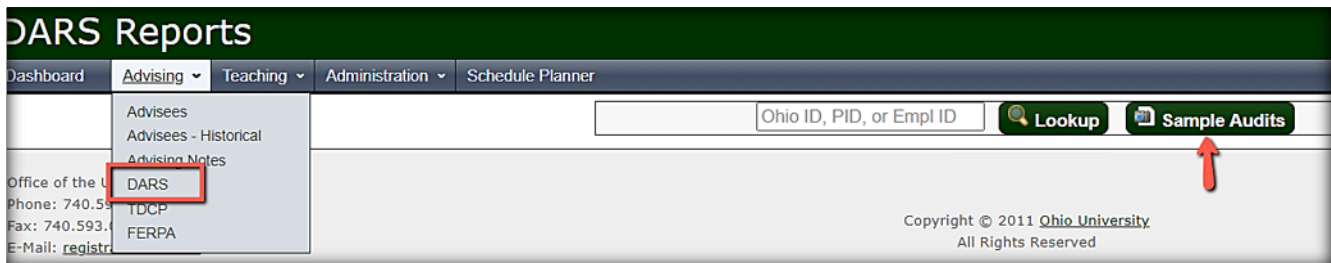
- 3) Thesis:
  SELECT FROM: PHIL 6950 $:OMPHIL3
```

**[\\*\\*Jump to Step-by-Step Exception Processing instructions\\*\\*](#)**

# Option 3: Find pseudo – Sample audit

Exception processors with DARS Dean-Level access in the Faculty and Advising Center (FAC) have the option of running a Sample Audit with a List All: Pseudo. This process is similar to the process of running an [Administrative Audit](#). Sample audits differ from typical Administrative Audits in that they do not have student information populated.

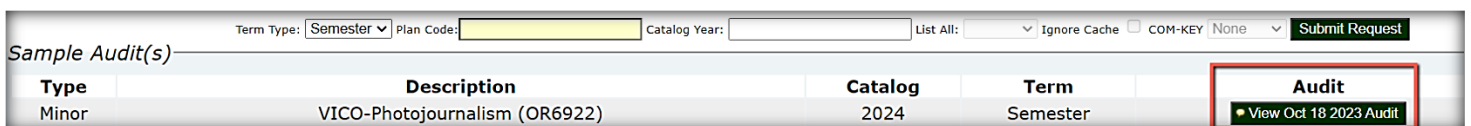
- 1) Start by selecting **DARS** under the **Advising tab** in the FAC
  - Select “Sample Audits”



- 2) The following must be entered to run a sample audit with pseudo names:
  - **Plan Code** (e.g., OR6922)
  - **Catalog Year** (e.g., 2024)
  - **List All** dropdown: Pseudo
    - i. **Do not** select “Full” from the list all dropdown.
    - ii. Selecting “Full” provides an overwhelming amount of information about the DARS encoding.
    - iii. There are rare situations where the “Full” option must be used to find hidden pseudo names.



- 3) Select **Submit Request** and the audit will display in the **Sample Audit(s)** section.



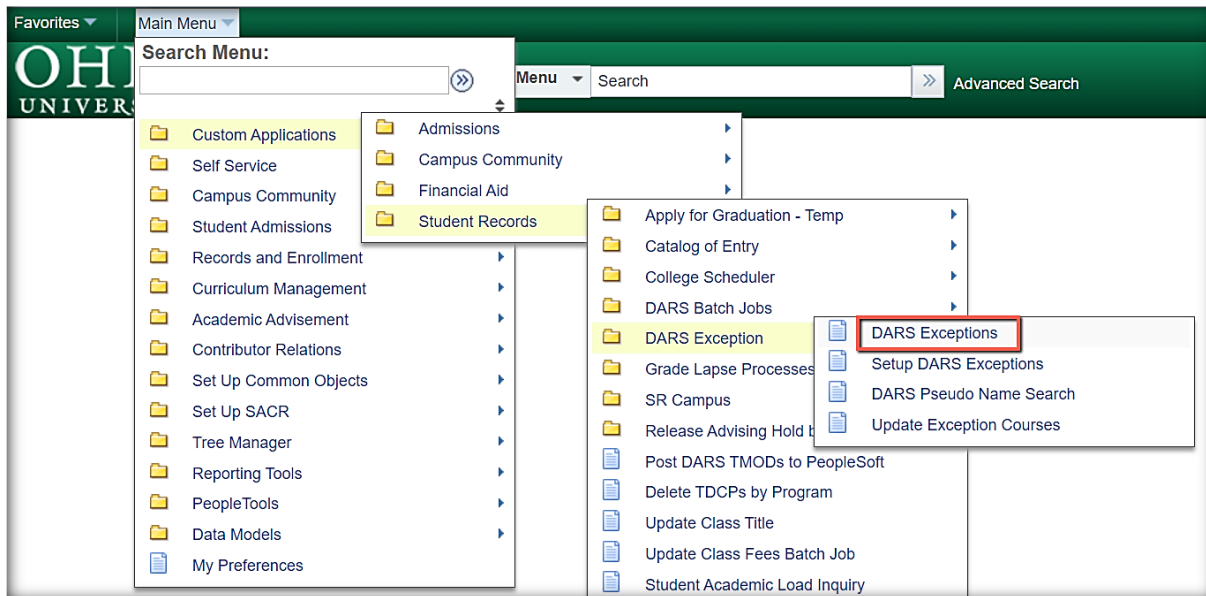
# V. PS Step-by-Step Instructions

There are several options available to apply exceptions to a student's DARS. Each tab on the DARS Exception page can be used to apply a variety of exceptions.

## Step 1: Access PeopleSoft DARS Exceptions

DARS exception processing begins with the DARS Exceptions page:

- **Pathway:** Custom Applications > Student Records > DARS Exception > DARS Exceptions



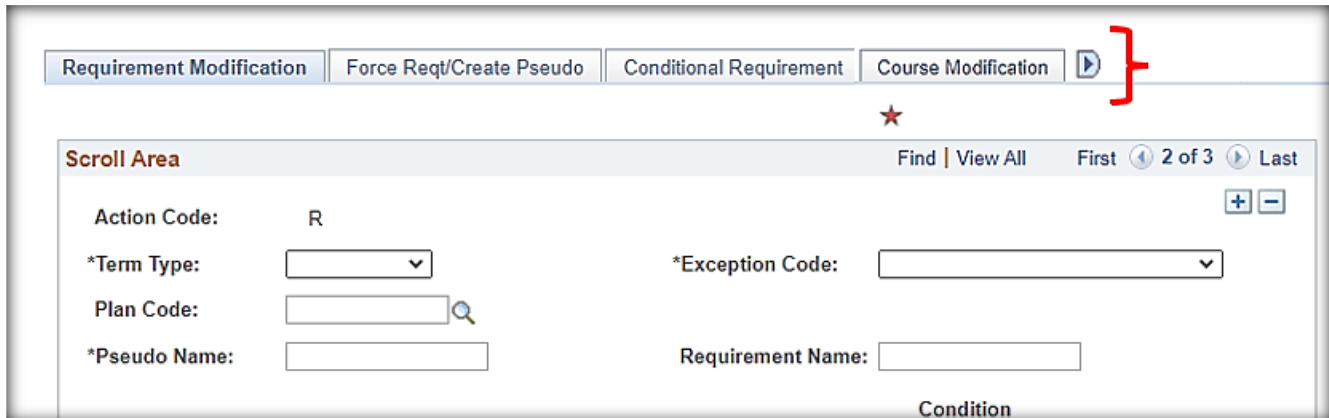
- Enter the student's EMPLID or PID and select **Search**

A screenshot of the 'OUSR\_DRS\_EXCEPTION' search form. The form has a title 'OUSR\_DRS\_EXCEPTION' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the subtitle is a button 'Find an Existing Value'. Underneath is a section 'Search Criteria' with a dropdown arrow. There are four input fields: 'ID begins with', 'Campus ID begins with', 'Last Name begins with', and 'First Name begins with'. The 'ID begins with' field has a red box around it with an arrow pointing to the text 'EMPLID'. The 'Campus ID begins with' field has a red box around it with an arrow pointing to the text 'PID'. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.



## Step 2: Select the Appropriate Tab

Use the tabs at the top to find and apply the appropriate exception type.



The screenshot shows a software interface with four tabs at the top: "Requirement Modification", "Force Req/Create Pseudo", "Conditional Requirement", and "Course Modification". A red bracket highlights the "Course Modification" tab. Below the tabs is a scroll area with a search bar and navigation controls. The scroll area contains the following fields:

- Action Code: R
- \*Term Type: [dropdown menu]
- Plan Code: [text input with search icon]
- \*Pseudo Name: [text input]
- \*Exception Code: [dropdown menu]
- Requirement Name: [text input]

At the bottom of the scroll area, there is a "Condition" label.

*\*If there is already an exception entered, select the plus (+) icon to add a new row/exception.*

## Step 3: Apply Exception – Brief Description of Exception Tabs/Codes

Below is a description of the tabs that most exception processors have access to. There are additional tabs that can only be accessed by the DARS Team. If you're experiencing issues processing an exception, do not hesitate to contact us at [dars@ohio.edu](mailto:dars@ohio.edu).

### **1. Requirement Modification Tab** ([jump to step-by-step instructions](#))

The requirement modification tab is the *most frequently used* tab because it can be used to perform most functions:

- **AC – Add course to list**
  - Use to modify a sub-requirement by adding a course to a list of “select from” or “not from” options. If at least one course has been entered, the following fields can also be modified: number of required courses (count), number of required hours (hours), required GPA, maximum hours allowed (max hours), and course condition codes.
- **DC – Delete course from list**
  - Use to modify a sub-requirement. If at least one course has been entered, the following fields can also be modified: number of required courses (count), number of required hours (hours), required GPA, maximum hours allowed (max hours), and course condition codes.

- **NT – Add note**
  - Use to add a note to a requirement or sub-requirement.
- **RM – Requirement modification**
  - Use to modify a requirement or sub-requirement. The following fields can be modified: number of required sub-requirements, number of required courses (count), number of required hours (hours), required GPA, maximum hours allowed (max hours), and course condition codes.
- **SC Substitute course**
  - Use to modify a sub-requirement. If at least one course substitution has been entered, the following fields can also be modified: number of required courses (count), number of required hours (hours), required GPA, maximum hours allowed (max hours), and course condition codes.
- **WR – Waive requirement**
  - Use to waive (no longer require) a requirement. **USE CAUTIOUSLY**. All courses normally used in the requirement will be released for use in other requirements. **DO NOT USE this exception type to force a requirement to completion; it treats the requirement as never having been required. Consider using the RM exception type.**

## 2. **Force Req/ Create Pseudo Tab** ([jump to step-by-step instructions](#))

This tab is not used as frequently. Most of the functions needed can be performed on the Requirement Modification tab. *Note: the **FR-Force to completion** exception was previously called **WS-Waive subrequirement**.*

- **FR – Force to Completion**
  - Use to **force** a requirement **or** sub-requirement to completion. Courses that are listed in the sub-requirement prior to adding the WS exception will continue to be listed in the sub-requirement and will **not** be released for use in other requirements that might need them.

**CAUTION:** This exception type can have unintended consequences. For example, if used in a sub-requirement that requires a minimum number of credit hours and the student still needs those hours, DARS will generate those hours and reduce the overall hours at the requirement level accordingly.
- **PC – create pseudo course**
  - Use to add a pseudo name to the student’s record. A few sub-requirements have been coded to accept a pseudo in place of a real

course. Staff from the Office of the Registrar will inform staff from the college whenever this exception code should be used.

### 3. **Conditional Requirement** ([jump to step-by-step instructions](#))

This tab is used to embed a declared minor, certificate, or concentration in a student's DARS. This is not required for most programs, but some majors require it. Feel free to contact us at [dars@ohio.edu](mailto:dars@ohio.edu) if you are unsure about whether this exception is needed.

- **AR** – Add requirement to plan
  - Used to insert a requirement, such as a minor, certificate, or concentration, into the DARS report for the student's major. Use this only when the student's major requires declaration of a minor, certificate, etc.

### 4. **Course Modification** ([jump to step-by-step instructions](#))

This tab is used infrequently. Feel free to contact us at [dars@ohio.edu](mailto:dars@ohio.edu) if you are unsure about whether this exception is needed.

- **CC** – Add/Remove course CC
  - Use only when advised to do so by a staff member from the Office of the Registrar.
- **FC** – Force course to subreq.
  - Use to force a course to apply in a specific sub-requirement. This overrides any existing minimum course grade requirements and the normal processing order.
- **ST** – Add course using title
  - Use to force a course to a specific sub-requirement using the course number and title.
- **XC** – Remove course credit & GPA
  - Use to remove credit and GPA effect for a course. Limited to staff members from the Office of the Registrar.

### 5. **High School Foreign Language** ([jump to step-by-step instructions](#))

This tab is rarely used and is limited to staff from the following colleges: A&S, FAR, ENT, & HTC.

- **HS** – High School Foreign Language

- Use to add high school foreign language equivalency. This should be used only for Q2S transition students.

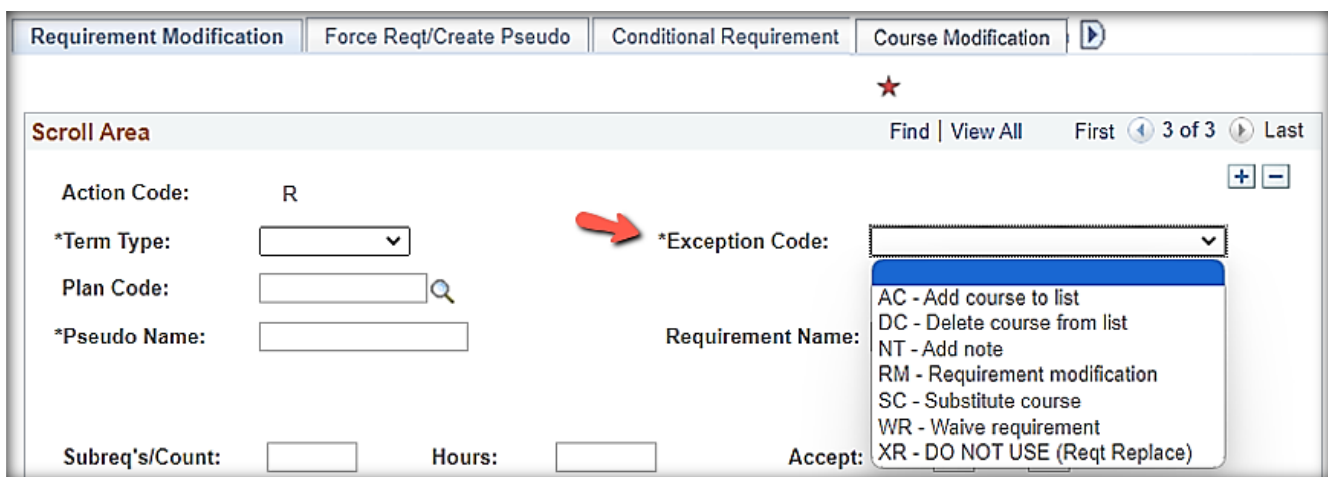
## **6. System Cond Code Modification** ([jump to step-by-step instructions](#))

This tab is rarely used. Feel free to contact us at [dars@ohio.edu](mailto:dars@ohio.edu) if you are unsure about whether this exception is needed.

- **SY** – Set/unset system CC
  - Use only when advised to do so by a staff member from the Office of the Registrar.

# VI. Requirement Modification Tab Instructions

The **Requirement Modification** tab can be used for most exceptions. The requirement modification tab allows for the use of multiple exceptions in one screen as long as all exceptions apply to the same area or pseudo name (e.g., add course to list and reduce hours required for sub-requirement). The **Exception Code** identifies various exceptions that can be processed on the Requirement Modification tab.



The screenshot displays the 'Requirement Modification' tab interface. At the top, there are navigation tabs: 'Requirement Modification', 'Force Req/Create Pseudo', 'Conditional Requirement', and 'Course Modification'. Below the tabs is a 'Scroll Area' with a search bar and navigation controls. The main form contains several fields: 'Action Code' (set to 'R'), '\*Term Type' (dropdown), 'Plan Code' (text with search icon), '\*Pseudo Name' (text), 'Subreq's/Count' (text), 'Hours' (text), and 'Accept:' (text). A red arrow points to the '\*Exception Code' dropdown menu, which is open and shows a list of options: 'AC - Add course to list', 'DC - Delete course from list', 'NT - Add note', 'RM - Requirement modification', 'SC - Substitute course', 'WR - Waive requirement', and 'XR - DO NOT USE (Req Replace)'.

## Requirement Modification Tab – Exception Code options

- [AC – Add course to list](#)
- [DC – Delete course from list](#)
- [NT – Add note](#)
- [RM – Requirement modification](#)
- [SC – Substitute course](#)
- [WR – Waive requirement](#)

# AC – Add course to list

If a course should be added to the current “SELECT FROM” or “NOT FROM” list, the AC-Add Course exception code should be applied.

**Example:** In the example below, a student is receiving dean-level approval to count GEOG 6430 in the “SELECT FROM” list for their Research requirement. Instructions are on the following page.

## Before

CATLYT: 20231	RNAME: OMGEOMSR	PSNAME: OMGEOMSR
REQU FYT: 2023	TO 999999	INSTCD: SEM
▼		
<b>NO OR CAPSTONE RESEARCH OPTION</b>		
EARNED: 4.00 HOURS		1 SUB-REQT
--> NEEDS:		2 SUB-REQTS
+ 1) Additional Elective Course:		
4.00 HRS COMPLETED	1 COURSE TAKEN	
Sp23 GEOG5740	4.0 A	GIS DESIGN & APPLICATION DEV
- 2) Research:		
NEEDS: 4.00 HOURS		
SELECT FROM: GEOG 6930	\$.OMGEOMSR2	
- 3) Other Electives:		
Students must complete 8 additional graduate hours in GEOG excluding GEOG 5030, 5040, 5910, 5911, 6930 and 6950.		
Fa24 GEOG5450	4.0 0.0 RG	GENDER, ENVIRONMENT, & DEVEL
Fa24 GEOG5610	4.0 0.0 RG	CARTOGRAPHY II
NEEDS: 8.00 HOURS		

## After

▼		
<b>NO OR CAPSTONE RESEARCH OPTION</b>		
EARNED: 4.00 HOURS		2 SUB-REQTS
IN-PROGRESS: 8.00 HOURS		
--> NEEDS:		1 SUB-REQT
IP+ 1) Additional Elective Course:		
0.00 HRS COMPLETED	0 COURSES TAKEN	
IN-PROG-> 4.00 HOURS	1 COURSE TAKEN	
Fa24 GEOG5610	4.0 IP	CARTOGRAPHY II
+ 2) Research:		
NOTE: AC - GEOG6430 APPRVD RESEARCH		
4.00 HRS COMPLETED		
Fa23 GEOG6430	4.0 A-	SEM: GENDER & DEVELOPMENT
IP- 3) Other Electives:		
Students must complete 8 additional graduate hours in GEOG excluding GEOG 5030, 5040, 5910, 5911, 6930 and 6950.		
0.00 HRS COMPLETED		
IN-PROG-> 4.00 HOURS		
Fa24 GEOG5450	4.0 IP	GENDER, ENVIRONMENT, & DEVEL
NEEDS: 4.00 HOURS		



## PS – DARS Exceptions > Requirement Modification: AC Instructions

The screenshot shows the 'Requirement Modification' form with the following fields and callouts:

- 1**: \*Term Type: Semester
- 2**: \*Exception Code: AC - Add course to list
- 3**: \*Pseudo Name: 0MGEOMSR2
- 4**: Note for Audit: GEOG6430 APPRVD RESEARCH
- 5**: \*Course Subject: GEOG, \*Course Number: 6430
- 6**: Save button

*Course Subject	*Course Number	Rcourse Subject	Rcourse Number	MatchCtl	From Term	To Term	Crse Seq No.	Last Up ID	Last Up Dt
1 GEOG	6430						1		

### AC – Steps:

- (1) Enter the **Term Type**: Semester
- (2) Select the **Exception Code** dropdown: AC – Add course to List
- (3) [Find](#) and enter the **Pseudo Name**: (e.g., 0MGEOMSR2)
- (4) Enter the **Note for Audit**: (maximum 27 characters)
  - a. \* The **Memo** is optional but strongly recommended. Indicate who approved and the date of the approval.
- (5) Enter the **\*Course Subject** and **\*Course Number** of the course(s) that should be added to the list.
  - a. Select the + icon to add additional courses
  - b. An asterisk (\*) can be used as a wildcard (e.g., add any 4000-level chemistry course by entering CHEM subject and 4\*\*\* course number.)
- (6) Don't forget to **Save** and **rerun the audit** in the FAC to check your work!

# DC – Delete course from list

If a course should be removed from the current “SELECT FROM” or “NOT FROM” list, the DC-Delete Course exception code should be applied.

**Example:** In the example below, a student is receiving dean-level approval to remove MIS 3800 from the “SELECT FROM” list, as the course will be used elsewhere. Instructions are on the following page.

## Before

CATLYT: 20231	RNAME: CTCSMU	PSNAME: CTCSMU
	REQU FYT: 0000	TO 999999
		INSTCD: SEM
▼		
<b>NO</b>	<b>CYBERSECURITY MANAGEMENT CERTIFICATE</b>	<b>CTLG: 2023</b>
EARNED:	6.00 HOURS	0 SUB-REQTS
	6.00 HOURS ATTEMPTED	24.00 POINTS
		4.000 GPA
--> NEEDS:	9.00 HOURS	3 SUB-REQTS
		2.000 GPA
- 1) CORE – COMPLETE 3 COURSES.		
	6.00 HRS COMPLETED	2 COURSES TAKEN
Sp23 MIS 2200	3.0 A	SYSTEMS ANALYSIS AND DESIGN
Sp23 MIS 2800	3.0 A	BUS. INTELLIGENCE/INFO MGT
Fa24 MIS 3800	3.0 0.0 RG	BUSINESS CYBERSECURITY
NEEDS:	1 COURSE	
SELECT FROM:	MIS 3800 \$:CTCSMU1	
- 2) ELECTIVES – COMPLETE 2 COURSES.		
Fa24 ITS 2300	4.0 0.0 RG	DATA NETWORKING
NEEDS:	2 COURSES	
SELECT FROM:	ITS 2300 ITS 4310 ITS 4330 ITS 4510	
	ITS 4530 \$:CTCSMU2	
- 3) AT LEAST 50% OF REQUIRED HOURS EARNED IN THE CERTIFICATE MUST BE COMPLETED AT OHIO UNIVERSITY.		
	( 6.00 HRS COMPLETED)	
NEEDS:	1.50 HOURS	

## After

▼		
<b>NO</b>	<b>CYBERSECURITY MANAGEMENT CERTIFICATE</b>	<b>CTLG: 2023</b>
EARNED:	6.00 HOURS	1 SUB-REQT
	6.00 HOURS ATTEMPTED	24.00 POINTS
		4.000 GPA
IN-PROGRESS:	4.00 HOURS	
--> NEEDS:	5.00 HOURS	2 SUB-REQTS
		2.000 GPA
- 1) CORE – COMPLETE 3 COURSES.		
	NOTE: DC – MIS3800 REMOVED	
	6.00 HRS COMPLETED	2 COURSES TAKEN
Sp23 MIS 2200	3.0 A	SYSTEMS ANALYSIS AND DESIGN
Sp23 MIS 2800	3.0 A	BUS. INTELLIGENCE/INFO MGT
NEEDS:	1 COURSE	
IP- 2) ELECTIVES – COMPLETE 2 COURSES.		
	0.00 HRS COMPLETED	0 COURSES TAKEN
IN-PROG->	4.00 HOURS	1 COURSE TAKEN
Fa24 ITS 2300	4.0 IP	DATA NETWORKING
NEEDS:	1 COURSE	
SELECT FROM:	ITS 4310 ITS 4330 ITS 4510 ITS 4530	
IP+ 3) AT LEAST 50% OF REQUIRED HOURS EARNED IN THE CERTIFICATE MUST BE COMPLETED AT OHIO UNIVERSITY.		
	( 6.00 HRS COMPLETED)	
IN-PROG->	4.00 HOURS	

## PS – DARS Exceptions > Requirement Modification: DC Instructions

The screenshot shows the 'Requirement Modification' form with the following fields and callouts:

- 1**: Action Code: R
- 2**: \*Exception Code: DC - Delete course from list
- 3**: \*Pseudo Name: CTCSMU1
- 4**: Note for Audit: MIS3800 REMOVED
- 5**: \*Course Subject: MIS
- 6**: \*Course Number: 3800

Other visible fields include: \*Term Type: Semester, Plan Code, Subreq's/Count, Hours, Req Count, GPA, Max. Hours, (maxhrsck), Condition Codes (Accept, Reject, Assign, Usect/Maxct), Approval Emplid, Approval Date, Last Update ID, Last Update Date, and a table with columns: \*Course Subject, \*Course Number, Rcourse Subject, Rcourse Number, MatchCtl, From Term, To Term, Crse Seq No., Last Up ID, Last Up Dt.

### DC – Steps:

- (1) Enter the **Term Type**: Semester
- (2) Select the **Exception Code** dropdown: DC – Delete course from list
- (3) [Find](#) and enter the **Pseudo Name**: (e.g., CTCSMU1)
- (4) Enter the **Note for Audit**: (*maximum 27 characters*)
  - a. \* The **Memo** is optional but strongly recommended. Indicate who approved and the date of the approval.
- (5) Enter the **\*Course Subject** and **\*Course Number** of the course(s) that should be removed from the list.
  - a. Select the + icon to add additional courses
  - b. An asterisk (\*) can be used as a wildcard (e.g., add any 4000-level chemistry course by entering CHE subject and 4\*\*\* course number.)
- (6) Don't forget to **Save** and **rerun the audit** in the FAC to check your work!

# NT – Add note

This feature is rarely used since it only applies a note to a student's DARS. The following is applied in Peoplesoft. A Term Type, Exception code, Pseudo Name, and Note for the Audit must be entered.

Requirement Modification | Force Req/Create Pseudo | Conditional Requirement | Waive Course | Course Modification

★

Scroll Area Find | View All First 2 of 2 Last

Action Code: R

\*Term Type: Semester Semester \*Exception Code: NT - Add note

Plan Code: [ ]

\*Pseudo Name: FLBSA&S Requirement Name: [ ]

Subreq's/Count: [ ] Hours: [ ] Accept: ac1: [ ] ac2: [ ]

Req Count: [ ] GPA: [ ] Reject: rc1: [ ] rc2: [ ]

Max. Hours: [ ] (maxhrsck): [ ] Assign: [ ]

Usect/Maxct: [ ]

Note for Audit: CHIN 2110 PLACEMENT

Memo: [ ]

Approval Emplid: [ ] Approval Date: [ ]

Last Update ID: delong Last Update Date: 06/14/2023

*Course Subject	*Course Number	Rcourse Subject	Rcourse Number	MatchCtl	From Term	To Term	Crse Seq No.	Last Up ID	Last Up Dt
1	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	1	[ ]	[ ]

The **NT – Add note** exception code produces the following note on the DARS.

OK FOREIGN LANGUAGE REQUIREMENT - ONE YEAR OF THE SAME COLLEGE-LEVEL FOREIGN LANGUAGE. THIS REQUIREMENT CAN BE FULFILLED BY COMPLETING 1120 OR ITS EQUIVALENT. A PLACEMENT OF 2110 WILL FULFILL THE REQUIREMENT. COURSES ABOVE 1120 AND COURSES FROM AN ADDITIONAL FOREIGN LANGUAGE (ANY LEVEL) MAY APPLY TOWARD THE HUMANITIES REQUIREMENT.  
EARNED: 0.00 HOURS  
NOTE: NT - CHIN 2110 PLACEMENT

# RM – Requirement modification

The **RM – Requirement modification** exception code can be used to apply multiple exceptions under one pseudo, on the same screen. The RM exception code is typically used to adjust hours needed at the requirement and sub-requirement level. It can be used to modify: number of required sub-requirements, number of required courses (count), number of required hours (hours), required GPA, maximum hours allowed (max hours), course condition codes, and required courses (add, delete, substitute).

**Example:** In the example below, a student is receiving dean-level approval to reduce the number of required courses to 15 and permit CHE 4000 to apply to the Chemical Engineering Major requirement. *Instructions are on the following page.*

## Before

```
CATLYT: 20231      RNAME: CHEMJR      PSNAME: CHEMJR
                REQU FYT: 2022      TO 20237      INSTCD: SEM
▼
NO      CHEMICAL ENGINEERING MAJOR
EARNED: 41.00 HOURS      0 SUB-REQTS      2.432 GPA
IN-PROGRESS: 3.00 HOURS
--> NEEDS:      1 SUB-REQT      2.000 GPA
IP- 1) COMPLETE 16 COURSES.
      41.00 HRS COMPLETED 14 COURSES TAKEN
IN-PROG-> 3.00 HOURS      1 COURSE TAKEN
Fa21 CHE 1800      2.0 A      CHE PROBLEM SOLVING
Fa21 CHE 2000      3.0 A      MASS AND ENERGY BALANCES I
Sp21 CHE 2010      3.0 B-     MASS AND ENERGY BALANCES II
Fa22 CHE 3210      3.0 C      CHE PHASE EQUILIBRIA
Fa22 CHE 3400      3.0 B-     CHE FLUID MECHANICS
Fa22 CHE 3500      3.0 C+     CHE HEAT TRANSFER
Sp22 CHE 3600      3.0 C+     MASS TRANSFER AND SEPARATIONS
Sp22 CHE 3700      3.0 B      CHEMICAL REACTION ENGINEERING
Sp22 CHE 3800      3.0 A-     CHE MODELING AND APPL CALC
Fa23 CHE 4110      3.0 D      UNIT OPERATIONS LAB I
Fa23 CHE 4300      3.0 C-     CHE PROCESS DESIGN I
Fa23 CHE 4830      3.0 0.0 FS X# APPL CELL AND MOLECULAR BIOL
Sp23 CHE 4120      3.0 B+     UNIT OPERATIONS LAB II
Sp23 CHE 4200      3.0 C-     CHEMICAL PROCESS CONTROL
Sp23 CHE 4310      3.0 B-     CHE PROCESS DESIGN II
Fa24 CHE 4830      3.0 IP     APPL CELL AND MOLECULAR BIOL
NEEDS:
SELECT FROM: CHE 4040
EITHER S:CHEMJR1
EITHER S:CHEMJR1
```

## After

```
▼
IP OK CHEMICAL ENGINEERING MAJOR
EARNED: 42.00 HOURS      1 SUB-REQT      2.467 GPA
IN-PROGRESS: 3.00 HOURS
IP+ 1) COMPLETE 16 COURSES.
      NOTE: RM - REDUCE 1 COUNT/ADD CHE 4000
      42.00 HRS COMPLETED 15 COURSES TAKEN
IN-PROG-> 3.00 HOURS      1 COURSE TAKEN
Fa21 CHE 1800      2.0 A      CHE PROBLEM SOLVING
Fa21 CHE 2000      3.0 A      MASS AND ENERGY BALANCES I
Sp21 CHE 2010      3.0 B-     MASS AND ENERGY BALANCES II
Fa22 CHE 3210      3.0 C      CHE PHASE EQUILIBRIA
Fa22 CHE 3400      3.0 B-     CHE FLUID MECHANICS
Fa22 CHE 3500      3.0 C+     CHE HEAT TRANSFER
Sp22 CHE 3600      3.0 C+     MASS TRANSFER AND SEPARATIONS
Sp22 CHE 3700      3.0 B      CHEMICAL REACTION ENGINEERING
Sp22 CHE 3800      3.0 A-     CHE MODELING AND APPL CALC
Fa23 CHE 4000      1.0 A      PROF AND ETHICAL ISSUE
Fa23 CHE 4110      3.0 D      UNIT OPERATIONS LAB I
Fa23 CHE 4300      3.0 C-     CHE PROCESS DESIGN I
Fa23 CHE 4830      3.0 0.0 FS X# APPL CELL AND MOLECULAR BIOL
Sp23 CHE 4120      3.0 B+     UNIT OPERATIONS LAB II
Sp23 CHE 4200      3.0 C-     CHEMICAL PROCESS CONTROL
Sp23 CHE 4310      3.0 B-     CHE PROCESS DESIGN II
Fa24 CHE 4830      3.0 IP     APPL CELL AND MOLECULAR BIOL
```

Note that the subrequirement header text does not change (it still says Complete 16 Courses). However, the subrequirement is marked as IP+, which means that the subrequirement is complete, but it still includes one In Progress (IP) course.

## PS – DARS Exceptions > Requirement Modification: RM Instructions

The screenshot shows the 'Requirement Modification' form with the following fields and values:

- Action Code:** R
- \*Term Type:** Semester
- Plan Code:** (empty)
- \*Pseudo Name:** CHEMJR1
- \*Exception Code:** RM - Requirement modification
- Requirement Name:** (empty)
- Subreq's/Count:** -1.0
- Hours:** (empty)
- Req Count:** (empty)
- GPA:** (empty)
- Max. Hours:** (empty)
- (maxhrsck):** (empty)
- Note for Audit:** REDUCE 1 COUNT/ADD CHE 4000
- Memo:** Requirement count reduction and CHE 4000 addition approved; per Dean Nice (1/12/24) \*
- Approval Emplid:** (empty)
- Approval Date:** (empty)
- Last Update ID:** jmorehead
- Last Update Date:** 01/12/2024

The table below the form shows the following data:

*Course Subject	*Course Number	Rcourse Subject	Rcourse Number	MatchCtl	From Term	To Term	Crse Seq No.	Last Up ID	Last Up Dt
CHE	4000						1	jmorehead	01/12/2024

Numbered callouts in the image point to:

- 1: \*Term Type dropdown
- 2: \*Exception Code dropdown
- 3: \*Pseudo Name text box
- 4: Subreq's/Count text box
- 5: Note for Audit text box
- 6: \*Course Subject and \*Course Number text boxes
- 7: Save button

### RM – Steps:

- (1) Enter the **Term Type**: Semester
- (2) Select the **Exception Code** dropdown: RM – Requirement modification
- (3) [Find](#) and enter the **Pseudo Name**: (e.g., CTCSMU1)
- (4) Enter the number of required courses you would like to add or remove from the sub-requirement required count
  - a. To add 1 more required course, enter “1.0;” to subtract 1 course enter “-1.0”
- (5) Enter the **Note for Audit**: (maximum 27 characters)
  - a. \* The **Memo** is optional but strongly recommended. Indicate who approved and the date of the approval.
- (6) Enter the **\*Course Subject** and **\*Course Number** of the course(s) that should be added to the list.
  - a. Select the plus (+) icon to add additional courses
  - b. An asterisk (\*) can be used as a wildcard (e.g., add any 4000-level chemistry course by entering CHEM subject and 4\*\*\* course number.)
- (7) Don't forget to **Save** and **rerun the audit** in the FAC to check your work!



# SC – Substitute course

The **SC – Substitute course** exception code can be used to modify a sub-requirement by substituting required or optional courses in the “SELECT FROM” list. If at least one course substitution has been entered, the following fields can also be modified: number of required courses (count), number of required hours (hours), required GPA, maximum hours allowed (max hours), and course condition codes.

**Example:** In the example below, a student is receiving dean-level approval to substitute SPST 4910 for the required MKT 4910 internship. *Instructions are on the following page.*

## Before

```
CATLYT: 20231      RNAME: CTSALE      PSNAME: CTSALE
                  REQU FYT: 2021      TO 999999      INSTCD: SEM
▼
NO  SALES CERTIFICATE
    COMPLETE ALL REQUIREMENTS LISTED BELOW FOR A MINIMUM OF
    16 HOURS WITH A 2.5 OR BETTER GPA.          CTLG: 2023
EARNED:  6.00 HOURS          1 SUB-REQT
          6.00 HOURS ATTEMPTED      21.99 POINTS      3.665 GPA
--> NEEDS: 10.00 HOURS          3 SUB-REQTS      2.500 GPA

- 1) CORE - COMPLETE 4 COURSES.
      3.00 HRS COMPLETED  1 COURSE TAKEN
      Sp23 MKT 3580      3.0 A      FOUNDATIONS OF PROF. SALES
      Fa24 MKT 4580      3.0 0.0 RG      SALES MANAGEMENT
      Fa24 MKT 4680      3.0 0.0 RG      CONSULTATIVE SALES
      Fa24 MKT 4780      3.0 0.0 RG      SALES STRATEGY & TECHNOLOGY
      NEEDS:              3 COURSES
      SELECT FROM: MKT 4580 MKT 4680 MKT 4780 $:CTSALE1

- 2) COMPLETE AN APPROVED INTERNSHIP.
      NEEDS:  1.00 HOUR      1 COURSE
      SELECT FROM: MKT 4910 $:CTSALE2
```

## After

```
▼
NO  SALES CERTIFICATE
    COMPLETE ALL REQUIREMENTS LISTED BELOW FOR A MINIMUM OF
    16 HOURS WITH A 2.5 OR BETTER GPA.          CTLG: 2023
EARNED:  6.00 HOURS          1 SUB-REQT
          6.00 HOURS ATTEMPTED      21.99 POINTS      3.665 GPA
--> NEEDS: 10.00 HOURS          3 SUB-REQTS      2.500 GPA

- 1) CORE - COMPLETE 4 COURSES.
      3.00 HRS COMPLETED  1 COURSE TAKEN
      Sp23 MKT 3580      3.0 A      FOUNDATIONS OF PROF. SALES
      Fa24 MKT 4580      3.0 0.0 RG      SALES MANAGEMENT
      Fa24 MKT 4680      3.0 0.0 RG      CONSULTATIVE SALES
      Fa24 MKT 4780      3.0 0.0 RG      SALES STRATEGY & TECHNOLOGY
      NEEDS:              3 COURSES
      SELECT FROM: MKT 4580 MKT 4680 MKT 4780

- 2) COMPLETE AN APPROVED INTERNSHIP.
      NOTE: SC - SUB SPST4910/MKT4910
      Fa24 SPST4910 14.0 0.0 RG      INTERNSHIP
      NEEDS:  1.00 HOUR      1 COURSE
      SELECT FROM: SPST 4910
```

## PS – DARS Exceptions > Requirement Modification: SC Instructions

The screenshot shows the 'Requirement Modification' form with the following fields and values:

- Action Code: R (1)
- \*Term Type: Semester (1)
- \*Exception Code: SC - Substitute course (2)
- Plan Code: (empty)
- \*Pseudo Name: CTSALE2 (3)
- Requirement Name: (empty)
- Subreq's/Count: (empty)
- Hours: (empty)
- Accept: ac1: (empty) ac2: (empty)
- Req Count: (empty)
- GPA: (empty)
- Reject: rc1: (empty) rc2: (empty)
- Assign: (empty)
- Max. Hours: (empty)
- (maxhrsck): (empty)
- Usect/Maxct: (empty)
- Note for Audit: SUB SPST4910/MKT4910 (4)
- Memo: Student approved to substitute SPST 4910 for MKT 4910, per Dr. Nice (1/16/24)\*
- Approval Emplid: (empty)
- Approval Date: (empty)
- Last Update ID: jmorehead (6)
- Last Update Date: 01/16/2024

Below the form is a table with the following data:

*Course Subject	*Course Number	Rcourse Subject	Rcourse Number	MatchCtl	From Term	To Term	Crse Seq No.	Last Up ID	Last Up Dt
1 MKT	4910	SPST	4910				1	jmorehead	01/16/2024

At the bottom of the form are buttons for Save, Return to Search, and Notify. A '7' callout points to the Save button.

### SC – Steps:

- (1) Enter the **Term Type**: Semester
- (2) Select the **Exception Code** dropdown: SC – Substitute course
- (3) [Find](#) and enter the **Pseudo Name**: (e.g., CTSALE2)
- (4) Enter the **Note for Audit**: (*maximum 27 characters*)
  - a. \* The **Memo** is optional but strongly recommended. Indicate who approved and the date of the approval.
- (5) Enter the **\*Course Subject** and **\*Course Number** of the current required course(s) that should be substituted.
- (6) Enter the **\*Rcourse Subject** and **\*Rcourse Number** of the replacement course(s) that is approved as the substitution.
- (7) Don't forget to **Save** and **rerun the audit** in the FAC to check your work!



# WR – Waive Requirement

The **WR – Waive requirement** exception code can be used to waive (no longer require) a requirement. This means a plus (+) or minus (-) symbol will no longer apply next to the sub-requirement **USE CAUTIOUSLY**. All courses normally used in the requirement will be released for use in other requirements. **DO NOT USE this exception type to force a requirement to completion; it treats the requirement as never having been required. Consider using the RM exception type.**

**Example:** In the example below, a Dean has verified completion of all major requirements for an Honors Tutorial College (HTC) student. The WR exception code is appropriate in this instance since there are no course or credit requirements. Instructions are on the following page.

## Before

- ```
- 2) TUTORIALS - COMPLETE 8 COURSES.
    6.00 HRS COMPLETED 2 COURSES TAKEN
    Fa23 ECON2970T 3.0 A ECONOMICS TUTORIAL
    Sp23 ECON2980T 3.0 A ECONOMICS TUTORIAL
    Fa24 ECON2971T 3.0 0.0 RG ECONOMICS TUTORIAL
    NEEDS: 6 COURSES

- 3) COMPLETE SENIOR THESIS.

4) COMPLETE OTHER COURSES AS ADVISED BY DIRECTOR OF
   STUDIES.

- 5) ACADEMIC DEAN WILL CERTIFY COMPLETION OF MAJOR
   REQUIREMENTS.

ADDITIONAL ECONOMICS COURSES
Fa24 ECON6030 4.0 0.0 RG ADVANCED MICRO THEORY I
```

## After

- ```
- 2) TUTORIALS - COMPLETE 8 COURSES.
    6.00 HRS COMPLETED 2 COURSES TAKEN
    Fa23 ECON2970T 3.0 A ECONOMICS TUTORIAL
    Sp23 ECON2980T 3.0 A ECONOMICS TUTORIAL
    Fa24 ECON2971T 3.0 0.0 RG ECONOMICS TUTORIAL
    NEEDS: 6 COURSES

- 3) COMPLETE SENIOR THESIS.

4) COMPLETE OTHER COURSES AS ADVISED BY DIRECTOR OF
   STUDIES.

5) ACADEMIC DEAN WILL CERTIFY COMPLETION OF MAJOR
   REQUIREMENTS.
   NOTE: WR - COMPLETION CERTIFIED

ADDITIONAL ECONOMICS COURSES
Fa24 ECON6030 4.0 0.0 RG ADVANCED MICRO THEORY I
```

Note that there are no plus (+) or minus (-) symbols to the left of this requirement. The WR exception treats the requirement as if it was never needed.

## PS – DARS Exceptions > Requirement Modification: WR Instructions

The screenshot shows the 'Requirement Modification' form with the following fields and values:

- 1**: Action Code: R
- 2**: \*Exception Code: WR - Waive requirement
- 3**: \*Pseudo Name: HTCECONMJ5
- 4**: Note for Audit: COMPLETION CERTIFIED
- 5**: Save button

Other visible fields include: \*Term Type: Semester, Plan Code, Requirement Name, Subreq's/Count, Hours, Accept codes (ac1, ac2), Req Count, GPA, Reject codes (rc1, rc2), Assign, Max. Hours, (maxhrsck), Usect/Maxct, Approval Emplid, Approval Date, Last Update ID: jmorehead, Last Update Date: 01/22/2024.

*Course Subject	*Course Number	Rcourse Subject	Rcourse Number	MatchCtl	From Term	To Term	Crse Seq No.	Last Up ID	Last Up Dt
1							1		

### WR – Steps:

- (1) Enter the **Term Type**: Semester
- (2) Select the **Exception Code** dropdown: WR – Waive requirement
- (3) [Find](#) and enter the **Pseudo Name**: (e.g., HTCECONMJ5)
- (4) Enter the **Note for Audit**: (*maximum 27 characters*)
  - a. \* The **Memo** is optional but strongly recommended. Indicate who approved and the date of the approval.
- (5) Don't forget to **Save** and **rerun the audit** in the FAC to check your work!

# VII. Force Reqt/Create Pseudo Tab Instructions

This tab should **not** be used frequently. Mainly because the FR-Force to Completion code can waive a requirement and generate unearned credit hours for the waived requirement or course on the DARS. Most of the functions needed can be performed on the **Requirement Modification tab**; [see instructions above](#).

If your program's DARS was encoded to require the PC-Add pseudo course exception, the [DARS Team](#) will notify you.

*Note: the FR-Force to completion exception was previously called "WS - Waive sub-requirement."*

Requirement Modification | **Force Reqt/Create Pseudo** | Conditional Requirement | Course Modification

Scroll Area Find | View All First 1 of 1 Last

Action Code: E

\*Term Type: [dropdown]

Plan Code: [text] [search]

\*Pseudo Course: [text]

Note for Audit: [text]

Memo: [text area]

Approval Emplid: [text] [search] Approval Date: [text] [calendar]

Last Update ID: [text] Last Update Date: [text]

\*Exception Code: [dropdown]  
FR - Force to Completion  
PC - Add pseudo course

## Force Reqt/Create Pseudo Tab – Exception Code options

- [FR – Force to Completion](#)
- [PC – Add pseudo course](#)

# FR – Force to Completion

The **FR-Force to Completion** code can be used to force a requirement or sub-requirement to completion. Courses that are listed in the sub-requirement prior to adding the FR exception will continue to be listed in the sub-requirement and will not be released for use in other requirements that might need them.

**USE CAUTIOUSLY:** This exception type can have **unintended consequences**. For example, if used in a sub-requirement that requires a minimum number of credit hours and the student still needs those hours, DARS will generate those hours and apply them toward overall hours at the sub-requirement and requirement level.

**Example:** In the example below, a dean has verified completion of all major requirements for an Honors Tutorial College (HTC) student. The FR exception code is appropriate in this instance since there are no minimum credit hour requirements. *Instructions are on the following page.*

## **Before**

```
- 2) TUTORIALS – COMPLETE 8 COURSES.  
    6.00 HRS COMPLETED  2 COURSES TAKEN  
    Fa23 ECON2970T    3.0 A    ECONOMICS TUTORIAL  
    Sp23 ECON2980T    3.0 A    ECONOMICS TUTORIAL  
    Fa24 ECON2971T  3.0 0.0 RG    ECONOMICS TUTORIAL  
    NEEDS:                                6 COURSES  
  
- 3) COMPLETE SENIOR THESIS.  
  
4) COMPLETE OTHER COURSES AS ADVISED BY DIRECTOR OF  
   STUDIES.  
  
- 5) ACADEMIC DEAN WILL CERTIFY COMPLETION OF MAJOR  
   REQUIREMENTS.  
  
    ADDITIONAL ECONOMICS COURSES  
    Fa24 ECON6030  4.0 0.0 RG    ADVANCED MICRO THEORY I
```

## **After**

```
- 2) TUTORIALS – COMPLETE 8 COURSES.  
    6.00 HRS COMPLETED  2 COURSES TAKEN  
    Fa23 ECON2970T    3.0 A    ECONOMICS TUTORIAL  
    Sp23 ECON2980T    3.0 A    ECONOMICS TUTORIAL  
    Fa24 ECON2971T  3.0 0.0 RG    ECONOMICS TUTORIAL  
    NEEDS:                                6 COURSES  
  
- 3) COMPLETE SENIOR THESIS.  
  
4) COMPLETE OTHER COURSES AS ADVISED BY DIRECTOR OF  
   STUDIES.  
  
+ 5) ACADEMIC DEAN WILL CERTIFY COMPLETION OF MAJOR  
   REQUIREMENTS.
```

## PS – DARS Exceptions > Force Req/ Create Pseudo: FR Instructions

Requirement Modification | **Force Req/ Create Pseudo** | Conditional Requirement | Course Modification

Scroll Area Find | View All First 1 of 1 Last

Action Code: E

\*Term Type: Semester Semester \*Exception Code: FR - Force to Completion

Plan Code:

\*Pseudo Course: HTCECONMJ5

Note for Audit: COMPLETION CERTIFIED \*

Memo: Completion certified per Dean Nice (1/20/24) \*

Approval Emplid: Approval Date:

Last Update ID: jmorehead Last Update Date: 01/25/2024

Save Return to Search Notify

### FR – Steps:

- (1) Enter the **Term Type**: Semester
- (2) Select the **Exception Code** dropdown: FR – Force to Completion
- (3) [Find](#) and enter the **Pseudo Name**: (e.g., HTCECONMJ5)
- (\* ) Note for Audit:
  - a. Enter the **Note for Audit**: (maximum 27 characters). This may not appear on the audit.
  - b. The **Memo** is optional but strongly recommended. Indicate who approved and the date of the approval.
- (4) Don't forget to **Save** and **rerun the audit** in the FAC to check your work!

# PC – Add Pseudo Course

The **PC – Add pseudo course** exception adds a pseudo name to the student's record. Some sub-requirements have been coded to accept a pseudo name in place of a real course to automatically fulfill a requirement. Staff from the Office of the Registrar will inform staff from the college whenever this exception code should be used.

**Example:** In the example below, the pre-nursing requirement has been encoded to use pseudo names to reflect requirements as fulfilled. This student has completed comparable coursework in an external program to fulfill the Human Anatomy/Physiology requirement.

Instructions are on the following page.

## Before

```
▼
NO      BACHELOR OF NURSING PROGRAM PREREQUISITES
        A GRADE OF C (2.0) OR BETTER IS REQUIRED FOR EACH COURSE.
EARNED:                                7 SUB-REQTS
--> NEEDS:                               1 SUB-REQT

+ 1) LOWER DIVISION NURSING - COMPLETE 27 HOURS.
    60.00 HRS COMPLETED  2 COURSES TAKEN
    Sp15 NURS1XXL         30.0 TN      CREDIT FOR NCLEX-RN
    Sp15 NURS2XXL         30.0 TN      CREDIT FOR NCLEX-RN

+ 2) COMPLETE 1 FIRST-YEAR COMPOSITION COURSE.
    Sp17 ENG 1510         3.0 A        WRITING AND RHETORIC I

+ 3) COMPLETE 1 CHEMISTRY COURSE OR COURSE GROUP.
    4.00 HRS COMPLETED
    Su18 CHEM1210         4.0 TB        PRINCIPLES OF CHEMISTRY I

- 4) COMPLETE 1 HUMAN ANATOMY/PHYSIOLOGY COURSE.
    NEEDS:                  1 COURSE
    SELECT FROM: BIOS 1300  BIOS 1310
```

## After

```
▼
OK      BACHELOR OF NURSING PROGRAM PREREQUISITES
        A GRADE OF C (2.0) OR BETTER IS REQUIRED FOR EACH COURSE.
EARNED:                                8 SUB-REQTS

+ 1) LOWER DIVISION NURSING - COMPLETE 27 HOURS.
    60.00 HRS COMPLETED  2 COURSES TAKEN
    Sp15 NURS1XXL         30.0 TN      CREDIT FOR NCLEX-RN
    Sp15 NURS2XXL         30.0 TN      CREDIT FOR NCLEX-RN

+ 2) COMPLETE 1 FIRST-YEAR COMPOSITION COURSE.
    Sp17 ENG 1510         3.0 A        WRITING AND RHETORIC I

+ 3) COMPLETE 1 CHEMISTRY COURSE OR COURSE GROUP.
    4.00 HRS COMPLETED
    Su18 CHEM1210         4.0 TB        PRINCIPLES OF CHEMISTRY I

+ 4) COMPLETE 1 HUMAN ANATOMY/PHYSIOLOGY COURSE.
    0.00 HRS COMPLETED
    WAIVE A&P-LANKENAU
```

## PS – DARS Exceptions > Force Req/ Create Pseudo: PC Instructions

The screenshot shows a web application interface for 'Force Req/Create Pseudo'. At the top, there are navigation tabs: 'Requirement Modification', 'Force Req/Create Pseudo' (selected), 'Conditional Requirement', 'Waive Course', and 'Course Modification'. Below the tabs is a 'Scroll Area' with a search bar and 'Find | View All' options. The form contains several fields: 'Action Code' (E), '\*Term Type' (Semester), '\*Exception Code' (PC - Add pseudo course), 'Plan Code' (empty), '\*Pseudo Course' (PRENURS4), 'Note for Audit' (WAIVE A&P-LANKENAU), 'Memo' (Req. complete stu attended the Lankenau Hospital School of Nursing and completed the program.), 'Approval Emplid' (empty), 'Approval Date' (empty), 'Last Update ID' (kingc7), and 'Last Update Date' (07/01/2014). At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'. Red boxes with numbers 1 through 5 point to specific fields: 1 points to 'Action Code', 2 to '\*Exception Code', 3 to '\*Pseudo Course', 4 to 'Note for Audit', and 5 to the 'Save' button.

### PC – Steps:

- (1) Enter the **Term Type**: Semester
- (2) Select the **Exception Code** dropdown: PC – Add pseudo course
- (3) [Find](#) and enter the **Pseudo Name**: (e.g., PRENURS4)
- (4) Enter the **Note for Audit**: (*maximum 27 characters*)
  - a. \* The **Memo** is optional but strongly recommended. Indicate who approved and the date of the approval.
- (5) Don't forget to **Save** and **rerun the audit** in the FAC to check your work!

# VIII. Conditional Requirement – Insert Minor/Certificate

This tab is used to insert a requirement, such as a minor, certificate, or concentration, into the DARS report for the student's major. Use this only when the student's major requires declaration of a minor, certificate, etc. This process should not be confused with official minor or certificate declaration. The DARS Team or your college will let you know if any of your majors require insertion of a certificate, minor, concentration, or other block credit.

The screenshot shows a web application interface with a navigation bar at the top containing four tabs: "Requirement Modification", "Force Req/Create Pseudo", "Conditional Requirement" (highlighted with a red box), and "Course Modification". Below the tabs is a scroll area with a search bar and "Find | View All" options. The main form contains several fields: "Action Code" (set to 'S'), "\*Term Type" (dropdown), "Plan Code" (text with search icon), "\*Marker Name" (text with search icon), "\*Requirement Name" (text with search icon), "Requirement Term" (text with search icon), "Memo" (text area), "Approval Emplid" (text with search icon), "Approval Date" (text with calendar icon), "Last Update ID" (text), and "Last Update Date" (text). On the right side, there are fields for "\*Exception Code" (dropdown menu with "AR - Add requirement to plan" selected, indicated by a red arrow) and "Replacement Type" (dropdown). At the bottom, there are three buttons: "Save", "Return to Search", and "Notify".

## Conditional Requirement Tab – Exception Code options

- [AR – Add requirement to plan](#)



# AR – Add requirement to plan

The **AR – Add requirement to plan** code is used to insert a declared requirement, such as a minor, certificate, or concentration, into the DARS report for the student's major. Use this only when the student's major requires declaration of a minor, certificate, etc. For some programs, the AR code is used to add a block of requirements/courses to a student's major

**Example:** In the example below, the student is using their declared **Social Media Certificate** to fulfill the "Related Area" requirement in their **Communication Studies Major**.

The Conditional Requirement – AR exception is appropriate since the student is pursuing the certificate/minor declaration option. If the student were using proscribed coursework to fulfill the requirement, a Requirement Modification – AC exception would be appropriate.

Instructions are on the following page.

## Before

YOU MUST COMPLETE AN ADVISOR-APPROVED 18-HOUR RELATED AREA THAT COMPLEMENTS YOUR MAJOR AND SUPPORTS YOUR CAREER GOALS. THIS REQUIREMENT CAN ALSO BE MET THROUGH COMPLETION OF A CERTIFICATE OR MINOR PROGRAM WITH 18 HOURS.

ANY COMS COURSE USED TO FULFILL THE COMMUNICATION STUDIES MAJOR CANNOT BE USED TO FULFILL THE RELATED AREA REQUIREMENT.

TO DECLARE A RELATED AREA, PLEASE SUBMIT AN APPROVED DECLARATION OF RELATED AREA FORM TO THE OFFICE OF THE SCHOOL OF COMMUNICATION STUDIES, SCHOONOVER CENTER.

▼

**NO RELATED AREA**  
--> NEEDS: 18.00 HOURS                      1 REQUIREMENT

---

▼

**NO RELATED AREA COURSES**  
COMPLETE 18 HOURS.  
YOU SHOULD ATTEMPT TO BALANCE LOWER-DIVISION (1000-2000) AND UPPER-DIVISION (3000-4000) COURSES WITH AT LEAST ONE-HALF OF THE CREDITS AT THE UPPER-DIVISION LEVEL.  
--> NEEDS: 18.00 HOURS

## After

YOU MUST COMPLETE AN ADVISOR-APPROVED 18-HOUR RELATED AREA THAT COMPLEMENTS YOUR MAJOR AND SUPPORTS YOUR CAREER GOALS. THIS REQUIREMENT CAN ALSO BE MET THROUGH COMPLETION OF A CERTIFICATE OR MINOR PROGRAM WITH 18 HOURS.

ANY COMS COURSE USED TO FULFILL THE COMMUNICATION STUDIES MAJOR CANNOT BE USED TO FULFILL THE RELATED AREA REQUIREMENT.

TO DECLARE A RELATED AREA, PLEASE SUBMIT AN APPROVED DECLARATION OF RELATED AREA FORM TO THE OFFICE OF THE SCHOOL OF COMMUNICATION STUDIES, SCHOONOVER CENTER.

▼

**NO RELATED AREA**  
--> NEEDS: 18.00 HOURS                      1 REQUIREMENT

---

▼

**NO RELATED AREA COURSES**  
COMPLETE 18 HOURS.  
YOU SHOULD ATTEMPT TO BALANCE LOWER-DIVISION (1000-2000) AND UPPER-DIVISION (3000-4000) COURSES WITH AT LEAST ONE-HALF OF THE CREDITS AT THE UPPER-DIVISION LEVEL.  
--> NEEDS: 18.00 HOURS

---

▼

**NO OR SOCIAL MEDIA CERTIFICATE**  
3.0 GPA REQUIRED.    **CTLG: 2023**

EARNED: 0.00 HOURS	1 SUB-REQT	
0.00 HOURS ATTEMPTED	0.00 POINTS	
--> NEEDS: 18.00 HOURS	2 SUB-REQTS	3.000 GPA

- 1) COMPLETE 3 COURSES WITH A GRADE OF 'C' (2.0) OR BETTER IN MDIA 2113 AND MDIA 4120.  
NEEDS: 3 COURSES  
SELECT FROM: COMS 3200 MDIA 2113 MDIA 4120
- 2) ELECTIVES - COMPLETE 3 COURSES.  
NEEDS: 3 COURSES  
SELECT FROM: COMS 3250 ITS 4310 JOUR 2500 JOUR 4530  
MDIA 3122 MDIA 3705 MDIA 3912 MDIA 4011  
MDIA 4122 MDIA 4130 MDIA 4176  
MDIA 4900 [SOCIAL MEDIA INDUSTRIES]  
MDIA 4900 [SOCIAL MEDIA MANAGEMENT]
- 3) AT LEAST 50% OF REQUIRED HOURS EARNED IN THE CERTIFICATE MUST BE COMPLETED AT OHIO UNIVERSITY.

## PS – DARS Exceptions > Conditional Requirement: AR Instructions

The screenshot shows the 'Conditional Requirement' form in the DARS system. The form is titled 'Scroll Area' and includes a search bar with 'Find | View All' and pagination '1 of 1'. The form fields are as follows:

- Action Code:** S
- \*Term Type:** Semester (dropdown menu)
- \*Exception Code:** AR - Add requirement to plan (dropdown menu)
- Plan Code:** (empty text field)
- Replacement Type:** (empty dropdown menu)
- \*Marker Name:** \$COMSR \* (text field with search icon)
- \*Requirement Name:** CTSOME \* (text field with search icon)
- Requirement Term:** (empty text field with search icon)
- Memo:** (empty text area)
- Approval Emplid:** (empty text field with search icon)
- Approval Date:** (empty text field with calendar icon)
- Last Update ID:** jmorehead
- Last Update Date:** 01/30/2024

Numbered callouts point to the following fields:

- 1:** \*Term Type dropdown
- 2:** \*Exception Code dropdown
- 3:** \*Marker Name text field
- 4:** \*Requirement Name text field
- 5:** Save button

A red box highlights the Memo field with the text: "To add minor or certificate requirements from a different catalog year, add the catalog year here; must be displayed in Terms (e.g., 2241 = Fall 2023-24)."

Buttons at the bottom include Save, Return to Search, and Notify.

### AR – Steps:

- (1) Enter the **Term Type:** Semester
- (2) Select the **Exception Code** dropdown: AR – Add requirement to plan
- (3) Add the **Marker Name:** Always begins with \$ (e.g., \$COMSR, \$SPEC, \$REC)
  - a. **\* Caution:** Marker names are different depending on program and DARS setup. Please consult your college or the [DARS team](#) before adding a Marker Name.
- (4) Add the **Requirement Name:** This may be the plan code for a minor, certificate, or approved block of requirements. (e.g., OR4251, CTSOME, CTSALE)
  - a. **\* Caution:** Requirement names vary. The above is only an example. Consult your college or the [DARS team](#) if you have questions.

#### **Requirement Term:**

- a. *The requirement term defaults to the student's declared University Catalog year (found in the header of the DARS). The Requirement year should **only** be entered if the student plans to follow certificate or minor requirements from a different catalog year.*
- (5) Don't forget to **Save** and **rerun the audit** in the FAC to check your work!

# IX. Course Modification Tab Instructions

This tab is used to manipulate individual courses and behind the scenes code (CC – Condition Codes) on the DARS. **USE CAUTIOUSLY:** The CC exception applies to all instances of the course throughout the DARS. The CC exception code should only be used with instruction from the [DARS Team](#).

The screenshot shows the 'Course Modification' tab selected. The form contains the following fields and options:

- Action Code: S
- \*Term Type: [Dropdown]
- Plan Code: [Text]
- \*Course: [Text]
- Pseudo/Rcourse: [Text]
- \*Exception Code: [Dropdown menu with options: CC - Add/Remove course CC, FC - Force course to subreq., ST - Add course using title]
- Add Condition Code: ac1 [checkbox] ac2 [checkbox]
- Remove Condition Code: rc1 [checkbox] rc2 [checkbox]
- Note for Audit: [Text]
- Memo: [Text area]
- Approval Emplid: [Text]
- Approval Date: [Text]
- Last Update ID: [Text]
- Last Update Date: [Text]

## Course Modification Tab – Exception Code options

- [CC – Add/Remove course CC](#)
- [FC – Force course to subreq.](#)
- [ST – Add course using title](#)

# CC – Add/Remove course CC

This exception code is used to manage behind the scenes code in DARS, called Condition Codes (CC). This exception should only be used when an exception processor is advised to do so by the [DARS Team](#). As a reminder, this exception code applies to all instances of a course throughout a student’s DARS.

**Example:** In the example below, the University Curriculum Council (UCC) has approved a course restriction that does not allow students to have credit for EDTE 1000 and EDTE 1010. However, the student below completed both courses before the restriction was in place. An Assistant Dean has contacted the DARS team for assistance in getting both courses to count. Instructions are not included in this manual since instructions vary depending on the requirement.

## Before

UNDERGRADUATE COURSE RECORD – CHRONOLOGICAL			
EARNED: 30.00 HOURS			
30.00 HOURS ATTEMPTED    103.36 POINTS    3.445 GPA			
2022-2023 ACADEMIC YEAR			
27.00 HRS COMPLETED			
27.00 HOURS ATTEMPTED    92.35 POINTS    3.420 GPA			
Fa23	COED2120	3.0 A	INTRO TO COACHING
Fa23	EDTE1000	0.0 B+ >L	INTRO TO TEACHER EDUCATION
Fa23	EDTE1010	3.0 A	INTRO TO HIP-HOP ED
Fa23	HIST1320	3.0 B	WORLD HISTORY BEFORE 1750
Fa23	PSY 1010	3.0 C	GENERAL PSYCHOLOGY
Fa23	UC 1900	1.0 B-	LC: GENERAL COLLEGE OF EDUC G
Sp23	COED2130	3.0 A	YOUTH AND SPORTS
Sp23	HIST2010	3.0 B	UNITED STATES, 1865-PRESENT
Sp23	MATH1200	4.0 A-	COLLEGE ALGEBRA
Sp23	POLS1010	3.0 A	POLITICS IN THE UNITED STATES
Sp23	PAW 1109	1.0 B	FLAG FOOTBALL

Note: The >L symbol and 0.0 GPA credit next to EDTE 1000 means that credit has been deducted from the course (because it was taken out of sequence or some other limit).

## After

UNDERGRADUATE COURSE RECORD – CHRONOLOGICAL			
EARNED: 33.00 HOURS			
33.00 HOURS ATTEMPTED    113.35 POINTS    3.434 GPA			
2022-2023 ACADEMIC YEAR			
30.00 HRS COMPLETED			
30.00 HOURS ATTEMPTED    102.34 POINTS    3.411 GPA			
Fa23	COED2120	3.0 A	INTRO TO COACHING
Fa23	EDTE1000	3.0 B+	INTRO TO TEACHER EDUCATION
Fa23	EDTE1010	3.0 A	INTRO TO HIP-HOP ED
Fa23	HIST1320	3.0 B	WORLD HISTORY BEFORE 1750
Fa23	PSY 1010	3.0 C	GENERAL PSYCHOLOGY
Fa23	UC 1900	1.0 B-	LC: GENERAL COLLEGE OF EDUC G
Sp23	COED2130	3.0 A	YOUTH AND SPORTS
Sp23	HIST2010	3.0 B	UNITED STATES, 1865-PRESENT
Sp23	MATH1200	4.0 A-	COLLEGE ALGEBRA
Sp23	POLS1010	3.0 A	POLITICS IN THE UNITED STATES
Sp23	PAW 1109	1.0 B	FLAG FOOTBALL

# FC – Force course to subreqt.

The **FC – Force course to subreqt.** exception is used to force a course to apply in a specific sub-requirement. This overrides any existing minimum course grade requirements and the normal processing order (the DARS processes courses from top to bottom).

**Example:** In the example below, the college has approved MDIA 4176 to apply to sub-requirement 6 instead of sub-requirement 3. Once a student is active in a course, the DARS will attempt to apply credit from top to bottom. Without the FC exception, MDIA 4176 would only apply to sub-requirement 3 (even if Requirement Modification – Add course to list exception is used in sub. 6). *Instructions are on the following page.*

## Before

```

NO GAMES AND ANIMATION MAJOR - PART I
EARNED: 24.00 HOURS          3 SUB-REQTS
--> NEEDS:                   4 SUB-REQTS

+ 1) MEDIA ARTS AND STUDIES (CORE) - COMPLETE 4 COURSES WITH
A GRADE OF 'C' OR BETTER IN EACH ('C-' WILL NOT FULFILL
REQUIREMENT). EXCEPT FOR MDIA 2011, THESE COURSES
SHOULD BE TAKEN DURING FIRST YEAR PRE-MAJOR.
12.00 HRS COMPLETED 4 COURSES TAKEN
Fa22 MDIA1010    3.0 B+ THE EVOLUTION OF MEDIA
Fa22 MDIA1020    3.0 A  MEDIA AND CREATIVE PROCESS
Sp22 MDIA2010    3.0 A  MEDIA ANALYSIS AND CRITICISM
Sp22 MDIA2011    3.0 B- THE BUSINESS OF MEDIA

+ 2) PRODUCTION BASICS (CORE) - COMPLETE 2 COURSES DURING
THE FIRST YEAR PRE-MAJOR.
3.00 HRS COMPLETED 1 COURSE TAKEN
Sp22 MDIA1350    3.0 A  ANIMATION FOUNDATION

- 3) GLOBAL IMPACT OF MEDIA (CORE) - COMPLETE 1 COURSE.
NEEDS: 1 COURSE
SELECT FROM: MDIA 2150 MDIA 3150 MDIA 3172 MDIA 4011
              MDIA 4015 MDIA 4140 MDIA 4141 MDIA 4170
              MDIA 4176

- 4) ANIMATION, GAMES, AND STORYTELLING, PART 1 - COMPLETE 2
COURSES.
3.00 HRS COMPLETED 1 COURSE TAKEN
Fa23 ECT 2401    3.0 A  DIGITAL GAME DESIGN: CONCEPTS
Fa24 MDIA2500    3.0 0.0 RG ANIMATION I
NEEDS: 1 COURSE
SELECT FROM: MDIA 2500

+ 5) ANIMATION, GAMES, AND STORYTELLING, PART 2 - COMPLETE 1
COURSE.
3.00 HRS COMPLETED 1 COURSE TAKEN
Fa22 FILM3430    3.0 A  SCREENWRITING

- 6) HISTORY/INDUSTRY - COMPLETE 1 COURSE.
NEEDS: 1 COURSE
SELECT FROM: MDIA 2100 MDIA 2110 MDIA 3102 MDIA 3105
              MDIA 3110 MDIA 3160 MDIA 3807 MDIA 3810
              MDIA 4600 FILM 4310
  
```

## After

```

IP OK GAMES AND ANIMATION MAJOR - PART I
EARNED: 33.00 HOURS          7 SUB-REQTS
IN-PROGRESS: 3.00 HOURS

+ 1) MEDIA ARTS AND STUDIES (CORE) - COMPLETE 4 COURSES WITH
A GRADE OF 'C' OR BETTER IN EACH ('C-' WILL NOT FULFILL
REQUIREMENT). EXCEPT FOR MDIA 2011, THESE COURSES
SHOULD BE TAKEN DURING FIRST YEAR PRE-MAJOR.
12.00 HRS COMPLETED 4 COURSES TAKEN
Fa22 MDIA1010    3.0 B+ THE EVOLUTION OF MEDIA
Fa22 MDIA1020    3.0 A  MEDIA AND CREATIVE PROCESS
Sp22 MDIA2010    3.0 A  MEDIA ANALYSIS AND CRITICISM
Sp22 MDIA2011    3.0 B- THE BUSINESS OF MEDIA

+ 2) PRODUCTION BASICS (CORE) - COMPLETE 2 COURSES DURING
THE FIRST YEAR PRE-MAJOR.
3.00 HRS COMPLETED 1 COURSE TAKEN
Sp22 MDIA1350    3.0 A  ANIMATION FOUNDATION

+ 3) GLOBAL IMPACT OF MEDIA (CORE) - COMPLETE 1 COURSE.
3.00 HRS COMPLETED 1 COURSE TAKEN
Su23 MDIA4160    3.0 A  GLOBAL ANIMATION

+ 4) ANIMATION, GAMES, AND STORYTELLING, PART 1 - COMPLETE 2
COURSES.
6.00 HRS COMPLETED 2 COURSES TAKEN
Fa23 ECT 2401    3.0 A  DIGITAL GAME DESIGN: CONCEPTS
Fa24 MDIA2500    3.0 B+ ANIMATION I

+ 5) ANIMATION, GAMES, AND STORYTELLING, PART 2 - COMPLETE 1
COURSE.
3.00 HRS COMPLETED 1 COURSE TAKEN
Fa22 FILM3430    3.0 A  SCREENWRITING

IP+ 6) HISTORY/INDUSTRY - COMPLETE 1 COURSE.
0.00 HRS COMPLETED 0 COURSES TAKEN
IN-PROG-> 3.00 HOURS          1 COURSE TAKEN
Sp24 MDIA4176    3.0 IP  TECH, COMM, & CULTURE
              MATCHED AS MDIAGAMJR6
  
```

## PS – DARS Exceptions > Course Modification: FC Instructions

The screenshot shows the 'Course Modification' form with the following fields and callouts:

- 1**: Action Code: S
- 2**: \*Exception Code: FC - Force course to subreqt.
- 3**: \*Course: MDIA4176
- 4**: Pseudo/Rcourse: MDIAGAMJR6
- 5**: Note for Audit: MDIA4176 APPRVD
- 6**: Save button

Other visible fields include: \*Term Type: Semester, Plan Code, Term: \*\*, Add Condition Code (ac1, ac2), Remove Condition Code (rc1, rc2), Memo: MDIA 4176 approved to apply to sub 6, per Dean Nice (1/1/24) \*, Approval Emplid, Approval Date, Last Update ID, and Last Update Date.

### FC – Steps:

- (1) Enter the **Term Type**: Semester
- (2) Select the **Exception Code** dropdown: FC – Force course to subreqt.
- (3) Enter the **Course** you'd like to apply to the sub-requirement: (e.g., MDIA4176)
  - a. *No spaces should be entered if the course subject is 4 characters. If the course subject is 2 or 3 characters, spaces should be included to ensure 8 characters are entered.*
  - b. *Unlike other exception types, if a course has been renumbered, the original number that the student took must be used.*
- (4) [Find](#) and enter the **Pseudo Name**: (e.g., MDIAGAMJR6)
- (5) Enter the **Note for Audit**: (maximum 27 characters)
  - a. *\*The Memo is optional but strongly recommended. Indicate who approved and the date of the approval.*
  - b. *\*\* You also have the option of specifying the course by term.*
    - i. *Enter in **PeopleSoft term** format - Example: 2251 (Fall 2024-25)*
- (6) Don't forget to **Save** and **rerun the audit** in the FAC to check your work!



# ST – Add course using title

The **ST – Add course using title** exception is used to force a course to a specific sub-requirement using the course number **and** title. This exception is typically used to apply a particular transfer or special topics courses to a sub-requirement when there are multiple courses with different titles that share a course number (e.g., BIOS2XXL).

**Example:** In the example below, the student has several TECE 2XXL transfer courses, but the student’s college would only like to approve “INTRODUCTION TO SONOGRAPHY” to apply to sub-requirement 9 Electives. Instructions are on the following page.

## Before

## After

- 9) ELECTIVES – COMPLETE 4 COURSES. ELECTIVE COURSEWORK PROVIDES STUDENTS WITH OPPORTUNITIES TO EXPLORE AREAS OF INTEREST, COMPLETE GENERAL EDUCATION REQUIREMENTS, OR EARN CREDITS TOWARD A CERTIFICATE OR MINOR. THE FOLLOWING ARE EXAMPLES OF PRE-APPROVED COURSES, BUT A STUDENT MAY CHOOSE WHAT COURSES ARE NEEDED TO COMPLETE THEIR DEGREE.

NEEDS: 4 COURSES  
 SELECT FROM: BIOS 1030 BIOS 2210 EH 3200 EXPH 2200  
 EXPH 2280 EXPH 2290 HLTH 3400 HST 2980 HTCH 2000  
 IHS 2930 IHS 3521 IHS 3934 IHS 4350 PSY 1010  
 PSY 1110 PSY 2210 PSY 2410 PSY 2510 PSY 2710  
 PSY 3250 PSY 4720 S:INTHLMJR9

---

CATLYT: 20241 RNAME: BS6470%R PSNAME: BS6470RES  
 REQU FYT: 00000 TO 999999 INSTCD: SEM

NO MAJOR RESIDENCY  
 AT LEAST 50% OF THE COURSEWORK TAKEN IN THE MAJOR MUST BE COMPLETED AT OHIO UNIVERSITY.

---

CATLYT: 20241 RNAME: SFTELECT PSNAME: SFTELECT  
 REQU FYT: 0000 TO 999999 INSTCD: SEM

FREE ELECTIVES – COURSES NOT IN ANY SPECIFIC REQUIREMENT.  
 EARNED: 79.00 HOURS

Fa15	EDTE1XXL	3.0	TA	TEACHING AS A PROFESSION
Fa16	ITS 1XXL	3.0	TA	INFORMATION LITERACY
Fa16	MATH1XXL	3.0	TB	>R MATH/ARTS I
Fa16	PAW 1XXL	1.0	TA	TENNIS I
Fa16	UC 1XXL	1.0	TA	COLLEGE SUCCESS SKILLS
Sp16	COMS1010	3.0	TA	FUNDAMENTALS OF HUMAN COMM
Sp16	PSY 2XXL	3.0	TA	DEVELOPMENTAL PSYCHOLOGY
Su16	HLTH1XXL	3.0	TA	>R PERS WELLNESS
Fa17	EDTE1000	3.0	TA	INTRO TO TEACHER EDUCATION
Fa17	HIST1XXL	3.0	TA	HIS OF WORLD CIVILIZATION II
Sp17	PHYS1XXL	4.0	TB	ELEMENTS OF PHYSICS
Su17	MATH1XXL	3.0	TA	>R TECHNICAL MATHEMATICS I
Sp18	HLTH1XXL	2.0	TA	>R INTRODUCTION TO MEDICAL TERM
Fa19	BIOS2XXL	2.0	TA	SECTIONAL ANATOMY
Fa19	TECE2XXL	2.0	TA	>R INTRODUCTION TO SONOGRAPHY
Fa19	TECE2XXL	2.0	TA	>R ULTRASND PHYSCIS & INSTRMNTN I
Sp19	TECE2XXL	2.0	TA	>R ULTRASND PHYSCS & INSTRMNTN
Sp19	TECE2XXL	4.0	TA	>R ABDOMINAL SONOGRAPHY

- 9) ELECTIVES – COMPLETE 4 COURSES. ELECTIVE COURSEWORK PROVIDES STUDENTS WITH OPPORTUNITIES TO EXPLORE AREAS OF INTEREST, COMPLETE GENERAL EDUCATION REQUIREMENTS, OR EARN CREDITS TOWARD A CERTIFICATE OR MINOR. THE FOLLOWING ARE EXAMPLES OF PRE-APPROVED COURSES, BUT A STUDENT MAY CHOOSE WHAT COURSES ARE NEEDED TO COMPLETE THEIR DEGREE.

2.00 HRS COMPLETED 1 COURSE TAKEN  
 Fa19 TECE2XXL 2.0 TA >R INTRODUCTION TO SONOGRAPHY  
 MATCHED AS INTHLMJR9

NEEDS: 3 COURSES  
 SELECT FROM: BIOS 1030 BIOS 2210 EH 3200 EXPH 2200  
 EXPH 2280 EXPH 2290 HLTH 3400 HST 2980 HTCH 2000  
 IHS 2930 IHS 3521 IHS 3934 IHS 4350 PSY 1010  
 PSY 1110 PSY 2210 PSY 2410 PSY 2510 PSY 2710  
 PSY 3250 PSY 4720

---

NO MAJOR RESIDENCY  
 AT LEAST 50% OF THE COURSEWORK TAKEN IN THE MAJOR MUST BE COMPLETED AT OHIO UNIVERSITY.

CREDIT NOT APPLIED TOWARD MAJOR RESIDENCY  
 ( 2.00 HRS COMPLETED)

---

FREE ELECTIVES – COURSES NOT IN ANY SPECIFIC REQUIREMENT.  
 EARNED: 77.00 HOURS

Fa15	EDTE1XXL	3.0	TA	TEACHING AS A PROFESSION
Fa16	ITS 1XXL	3.0	TA	INFORMATION LITERACY
Fa16	MATH1XXL	3.0	TB	>R MATH/ARTS I
Fa16	PAW 1XXL	1.0	TA	TENNIS I
Fa16	UC 1XXL	1.0	TA	COLLEGE SUCCESS SKILLS
Sp16	COMS1010	3.0	TA	FUNDAMENTALS OF HUMAN COMM
Sp16	PSY 2XXL	3.0	TA	DEVELOPMENTAL PSYCHOLOGY
Su16	HLTH1XXL	3.0	TA	>R PERS WELLNESS
Fa17	EDTE1000	3.0	TA	INTRO TO TEACHER EDUCATION
Fa17	HIST1XXL	3.0	TA	HIS OF WORLD CIVILIZATION II
Sp17	PHYS1XXL	4.0	TB	ELEMENTS OF PHYSICS
Su17	MATH1XXL	3.0	TA	>R TECHNICAL MATHEMATICS I
Sp18	HLTH1XXL	2.0	TA	>R INTRODUCTION TO MEDICAL TERM
Fa19	BIOS2XXL	2.0	TA	SECTIONAL ANATOMY
Fa19	TECE2XXL	2.0	TA	>R ULTRASND PHYSCIS & INSTRMNTN I
Sp19	TECE2XXL	2.0	TA	>R ULTRASND PHYSCS & INSTRMNTN
Sp19	TECE2XXL	4.0	TA	>R ABDOMINAL SONOGRAPHY

## PS – DARS Exceptions > Course Modification: ST Instructions

Requirement Modification | Force Req/Create Pseudo | Conditional Requirement | Waive Course | **Course Modification**

Scroll Area Find | View All First 1 of 1 Last

Action Code: S

\*Term Type: Semester \*Exception Code: ST - Add course using title

Plan Code:

\*Course: TECE2XXL Term: \*

Pseudo/Rcourse: INTHLMJR9

Add Condition Code: ac1 ac2

Remove Condition Code: rc1 rc2

Note for Audit: INTRODUCTION TO SONOGRAPHY

Memo: Approved per Dean Nice (1/2/24)

Approval Emplid: Approval Date:

Last Update ID: jmorehead Last Update Date: 02/02/2024

Save Return to Search Notify

### ST – Steps:

- (1) Enter the **Term Type**: Semester
- (2) Select the **Exception Code** dropdown: ST – Add course using title
- (3) Enter the **Course** you'd like to apply to the sub-requirement: (e.g., TECE2XXL)
  - a. *No spaces should be entered if the course subject is 4 characters. If the course subject is 2 or 3 characters, spaces should be included to ensure 8 characters are entered.*
  - b. *Unlike other exception types, if a course has been renumbered, the original number that the student took must be used.*
- (4) [Find](#) and enter the **Pseudo Name**: (e.g., INTHLMJR9)
- (5) Enter the **Course Title** in the **Note for Audit**: (INTRODUCTION TO SONOGRAPHY)
  - a. *Pro tip: Copy and paste the title directly from DARS*
  - b. *The Memo is optional but strongly recommended. Indicate who approved and the date of the approval.*
  - c. *\* You also have the option of specifying the course by term.*
    - i. *Enter in **PeopleSoft term** format - Example: 2251 (Fall 2024-25)*
- (6) Don't forget to **Save** and **rerun the audit** in the FAC to check your work!



# X. High School Foreign Language Instructions

This tab is **rarely** used and is limited to staff from the following colleges: A&S, FAR, ENT, & HTC. Exception processors use the HS exception code to add a high school foreign language equivalency for Q2S (quarter to semester) transition students. This exception code should **only** be used with instruction from the [DARS Team](#).

Course Modification | **High School Foreign Language** | System Cond Code Modification

★

Scroll Area Find | View All First 5 of 5 Last

Action Code: E

\*Term Type: Quarter Quarter \*Exception Code: HS - High School Foreign Lang.

Plan Code:

\*Course:

Note for Audit:

Memo:

Approval Emplid: Approval Date:

Last Update ID: Last Update Date:

## HS Foreign Language Tab – Exception Code options

- [HS – High School Foreign Lang.](#)

# HS – High School Foreign Lang.

Use the HS exception code to add a high school foreign language equivalency for Q2S (quarter to semester) transition students.

**Example:** In the example below, the student has high school credit for Japanese at the 2120 level.

UNDERGRADUATE COURSE RECORD – CHRONOLOGICAL			
EARNED: 121.00 HOURS			
119.00 HOURS ATTEMPTED	475.01 POINTS	3.991 GPA	
<b>HIGH SCHOOL FOREIGN LANGUAGE</b>			
JPN 2120	0.0 HS		

Brief instructions are provided below. Contact the [DARS team](#) for additional details.

The screenshot shows a web form titled "High School Foreign Language" with the following fields and callouts:

- 1**: Points to the "Action Code" field, which is set to "E".
- 2**: Points to the "\*Exception Code" dropdown menu, which is set to "HS - High School Foreign Lang.".
- 3**: Points to the "\*Course" search field, which has a magnifying glass icon.
- 4**: Points to the "Save" button at the bottom left of the form.

## HS – Steps (brief):

- (1) \*Term Type will default to Quarter.
  - (2) The \*Exception Code will default to HS – High School Foreign Lang.
  - (3) \*Course is a required field; entry is limited to the values listed by the prompt.
    - a. Select the magnifying glass for a list of approved courses.
- \* The Note for Audit field should always be left blank for the HS exception.
- (4) Don't forget to Save and rerun the audit in the FAC to check your work!

# XI. System Cond Code Modification Instructions

This tab is used to manipulate behind the scenes code (CC – Condition Codes) on the DARS. Some condition codes follow courses and others follow students (e.g., transfer vs. Ohio courses completed by a student). **CAUTION:** The SY – Set/unset system CC exception applies to the student’s entire DARS. The SY exception code should **only** be used with instruction from the [DARS Team](#).

The screenshot shows a software interface with three tabs: "Course Modification", "High School Foreign Language", and "System Cond Code Modification". The "System Cond Code Modification" tab is selected and highlighted with a red box. Below the tabs is a "Scroll Area" with a search bar and navigation controls. The main form contains the following fields:

- Action Code: Q
- \*Term Type: Semester (dropdown menu)
- \*Exception Code: SY - Set/unset system CC (dropdown menu, highlighted with a red arrow)
- Plan Code: (empty text box with a search icon)
- Set System Condition Code (ac1): (checkbox)
- Remove System Condition Code (rc1): (checkbox)
- Memo: (large text area)
- Approval Emplid: (text box with a search icon)
- Approval Date: (text box with a calendar icon)
- Last Update ID: (text box)
- Last Update Date: (text box)

## System Cond Code Mod Tab – Exception Code options

- [SY – Set/unset system CC](#)

# SY – Set/unset system CC

The SY exception code should only be used to manipulate system condition codes when you are instructed to do so by the [DARS Team](#).

**Example:** Here is an example of a system condition code entry. *Instructions are not included in this manual since instructions vary depending on the requirement.*

The screenshot shows a web application interface for 'System Cond Code Modification'. At the top, there are navigation tabs: 'Course Modification', 'High School Foreign Language', 'Reference Field Modification', and 'System Cond Code Modification'. Below the tabs is a 'Scroll Area' with a search bar and navigation controls. The form contains the following fields:

- Action Code: Q
- \*Term Type: Semester (dropdown menu)
- \*Exception Code: SY - Set/unset system CC (dropdown menu)
- Plan Code: BS8109
- Set System Condition Code (ac1): \$
- Remove System Condition Code (rc1):
- Memo: (empty text area)
- Approval Emplid: (empty text field with search icon)
- Approval Date: (empty date field)
- Last Update ID: delong
- Last Update Date: 05/14/2018

At the bottom of the form, there are three buttons: 'Save', 'Return to Search', and 'Notify'.

# XII. General Troubleshooting

## 1. Most exception processing errors stem from one of the following typographical errors:

- **Typos** in the **pseudo name**
  - *Pro tip:* run an administrative audit and copy and paste the pseudo directly from the audit.

Requirement Modification | Force Req/Create Pseudo | Conditional Requirement | Waive Course | Course Modification

Chandler John Yocca P101072556 0002476438 ★

Scroll Area Find | View All First 2 of 3 Last

Action Code: R

\*Term Type: Semester Semester \*Exception Code: DC - Delete course from list

Plan Code: [Search]

\*Pseudo Name: **CTCSMU1** Requirement Name: [ ]

- The **\$:** should not be included in the pseudo name

NO CYBERSECURITY MANAGEMENT CERTIFICATE CTLG: 2023

EARNED: 6.00 HOURS 0 SUB-REQTS  
6.00 HOURS ATTEMPTED 24.00 POINTS 4.000 GPA  
--> NEEDS: 9.00 HOURS 3 SUB-REQTS 2.000 GPA

- 1) CORE - COMPLETE 3 COURSES.  
6.00 HRS COMPLETED 2 COURSES TAKEN  
Sp23 MIS 2200 3.0 A SYSTEMS ANALYSIS AND DESIGN  
Sp23 MIS 2800 3.0 A BUS. INTELLIGENCE/INFO MGT  
Fa24 MIS 3800 3.0 0.0 RG BUSINESS CYBERSECURITY

NEEDS: 1 COURSE  
SELECT FROM: MIS 3800 **\$:CTCSMU1**

- **Typos** in the current or replacement **course name**

Personalize | Find | View All | First 1 of 1 Last

*Course Subject	*Course Number	Rcourse Subject	Rcourse Number	MatchCtl	From Term	To Term	Crse Seq No.	Last Up ID	Last Up Dt
1 MIS	3800						1	jmorehead	01/08/2024

## 2. Other errors may stem from using the incorrect pseudo:

- There are pseudo names at the requirement, sub-requirement, and group level.
  - **(1) Requirement-level pseudos** are not used as often. Exceptions applied at the requirement level could apply to the entire major (for example).
  - **(2) Sub-requirement level pseudos** are frequently used. In the example below, the “1) Core Areas,” “2) Other Requirements,” and “3) Thesis” areas are at the sub-requirement-level.
  - **(3) Group-level pseudos** are *very rarely* encoded in DARS at the undergraduate level. Group pseudos are often used if students are required to have a certain number of courses from each group within a sub-requirement.

```
CATLYT: 20231    RNAME: OMPHIL    PSNAME: OMPHIL
                REQU FYT: 00000    TO 999999    INSTCD: SEM
```

▼

**NO PHILOSOPHY**  
--> NEEDS: 33.00 HOURS 3 SUB-REQTS

- 1) Core Areas:  
Complete a minimum of one course from each of the five categories.  
Complete at least 18 hrs of 5000-level PHIL courses.  
NEEDS: 18.00 HOURS 5 COURSES  
SELECT FROM: LOGIC MATH: PHIL 5020 PHIL 5170 PHIL 5200  
PHIL 5270 \$:OMPHIL1GR1  
ANCIENT: PHIL 5180 PHIL 5190 \$:OMPHIL1GR2  
MODERN: PHIL 5280 PHIL 5290 PHIL 5380 PHIL 5390  
PHIL 5480 \$:OMPHIL1GR3  
VALUE THEORY: PHIL 5300 PHIL 5320 PHIL 5340  
PHIL 5400 PHIL 5420 \$:OMPHIL1GR4  
EPISTEMOLOGY: PHIL 5140 PHIL 5160 PHIL 5170  
PHIL 5510 PHIL 5500 \$:OMPHIL1GR5 \$:OMPHIL1

- 2) Other Requirements:  
PHIL 6901, PHIL 6903 and PHIL 6850 are required each semester they are offered while a student is in residence.  
SELECT FROM: PHIL 6901 PHIL 6903 PHIL 6850 \$:OMPHIL2

- 3) Thesis:  
SELECT FROM: PHIL 6950 \$:OMPHIL3

**1 – Requirement-Level Pseudo**  
*(rarely needed)*

**3 – Group Pseudo**  
*(rare)*

**2 – Subrequirement-Level Pseudo**  
*(used most often)*

3. **Quick note:** When certain exceptions are entered, an additional tab appears in the PeopleSoft DARS Exceptions screen. This tab is called, “Registrar Course Generation,” and it is harmless.

The screenshot shows a web application interface with three tabs: "Reference Field Modification", "System Cond Code Modification", and "Registrar Course Generation". The "Registrar Course Generation" tab is active. Below the tabs is a "Scroll Area" with a search bar and navigation controls. The main form contains the following fields:

- Action Code: E
- \*Term Type: Quarter (dropdown menu)
- \*Exception Code: FR - Force to Completion (dropdown menu)
- Plan Code: (empty text box)
- \*Course/Pseudo: FLBAA&S1 (text box)
- Term: (empty text box)
- Hours: (empty text box)
- Assign Cond Code1 (ac1): (checkbox)
- Assign Cond Code 2 (ac2): (checkbox)
- Note for Audit: WAIVED BY DEAN (text box)
- Memo: ASBW 06/24/1999 (text area)
- Approval Emplid: (empty text box)
- Approval Date: 06/24/1999 (text box)
- Last Update ID: CONV
- Last Update Date: 06/24/1999

## The End

Is there anything else you would like to see in this manual? Feel free to contact the DARS Team with any corrections or suggestions. Also, do not hesitate to contact us if you or someone on your team may benefit from a first-time or refresher exception training. Contact the Registrar - DARS team at [dars@ohio.edu](mailto:dars@ohio.edu). Registrar contacts can also be found on the [University Registrar – Whom to Contact](#) page.