Graduate Division

DARS Exception

For Graduate Program, there are common Exception Codes you can use.

They are EV, EX, EQ, MC, SM and AU.

1. EV
   We use this exception code to fill out the DDA for MAS and APPC for MA/MS.
   In the Requirement Name, select DDA or APPC
   Audit/Internal Note: enter quarter (ex. FA16)

2. EX
   Specifically to a requirement that requires a student to pass an exam, you can use this exception to fill out the requirement.

3. EQ
   Specifically to program that has Plan I and Plan II requirement, you can use this exception to switch from Plan II to Plan I. By default, it sets to Plan II.

4. MC
   By default, DARS uses the Admitted term as the Catalog Year of the requirement. However, you can use this exception to change the Catalog Year. In Catalog Year/Term, select the new Catalog Year/Term for a student. You can also write a note in Internal Memo textbox.
5. **SM**

We use this exception to swap courses in a requirement. In the requirement Name, select where you want to swap the courses. DARS looks for the encoded courses and use the new ones for the requirement. You can restrict the term the new taken courses can be applied.

Any text in Audit/Internal Note field appears on the selected section.

6. **AU**

You can use AU Exception to add courses to a requirement. You can also use it to reject courses from a requirement.

In the Requirement Name, you need to choose a name like this:

- AS79-CORE: to add courses to Core section
- AS79-REJ CORE: to reject courses from Core section

The text in Audit/Internal Node will appear on the selected section.
Note: Exception Issue

When you want to use exception and Requirement Name = “No pseudo names”.

Please go to DARS 1.0 and click on Submit Audit button. Then, go back to the exception form. This list will appear. You need to do this once per new student who has no audit before.