

Exception Process in DARS

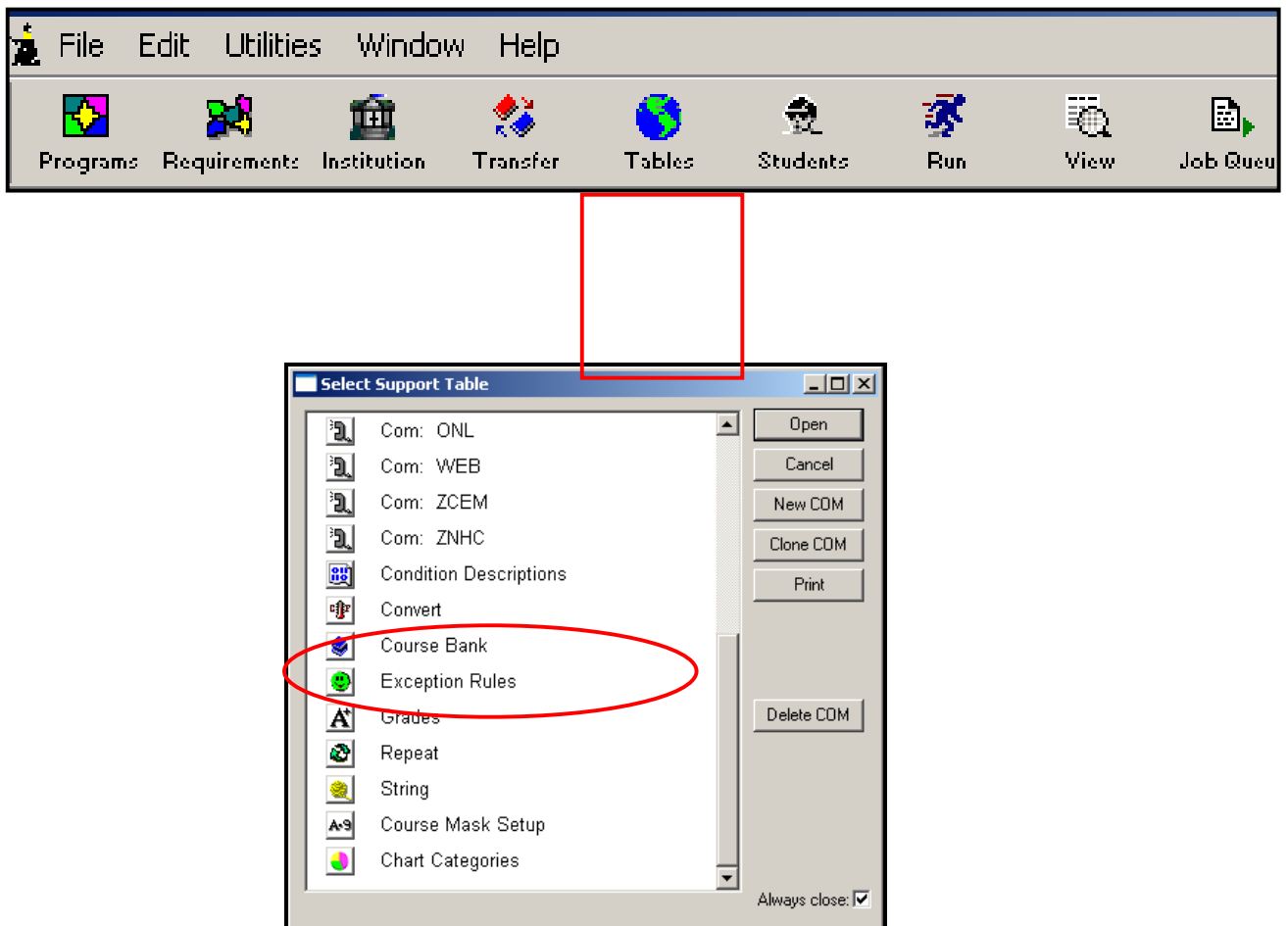
Academic Exceptions on a student affect the audit results for a particular student. Exceptions allow you to define the audit to specifically reflect requirements for an individual. Types of common exceptions are: course waivers, credit/hour waivers, challenge exams, or test-outs, and course substitutions.

The Exception process requires:

1. An Exception Rule to correctly identify and define the DARS process for each type of exception. (Under the “Tables” icon.)
2. Individual student data, such as courses involved in a course substitution, or identification of a waived requirement. (Under the “Students” icon.)

Exception Rules:

Each institution defines the types of exceptions it permits for its students. The definitions are maintained under the globe Tables icon.



The Exception Rule is minimally defined using two fields:

The **CTLCD** (control code) field
The **ACTION** field

An example of Setup Tables Exception Rules is below:

The screenshot shows the DARwin 3.5.2 interface with a table of Exception Rules. The table has columns for Grade, Report Grade, GPA Pt, GPA Calc, Add Credit, Add Count, IP, Cond, CD, Action, RU Flag, Pseudo, Force, Delig, Replace, and C. Row 12 is highlighted with a red arrow pointing to the 'CD' field.

Grade	Report Grade	GPA Pt	GPA Calc	Add Credit	Add Count	IP	Cond	CD	Action	RU Flag	Pseudo	Force	Delig	Replace	C
1		.000		0	0			CA	R I						
2		.000		0	0			CD	R D						
3		.000		0	0			CS	S						
4		.000		0	0			CW	E						
5		.000		1	1			EV	E		C				
6		.000		0	0			MR	\$						
7		.000		1	1			RM	R I				+		
8		.000		0	0			SC	Q						
9		.000		Y	0			WH	E		C				
10		.000		0	0			MS	M						
11		.000		0	0			AF	S					+	
12		.000		I	0			CE	R S						<input checked="" type="checkbox"/>

The purpose of the **CTLCD < CD >** field is to:

- Identify the DARwin window for entering data appropriate to the exception type.
- Link the processing that DARS must do (Exception Rule) to the student.
- Perform the type of processing identified by the Exception Rule **ACTION**.

The **CTLCD** value is two characters that are user defined.

NOTE: Since these fields are also used in the **String** table, these two characters cannot be used in both the exception rules and string table rules.

The type, or **ACTION**, of the Exception tells DARS which internal table to affect.

- Either the student's internal course table (ETAB) will have additions/changes made by the exception
- Or the requirement, sub-requirement, or A/R lines of the sub-requirement will be changed for the student by Exception.

ACTION affecting the student's internal course table:

Action	Definition
S -Course Substitution	Directs DARS to substitute a student's course for the replacement course. It may also be used to append or remove a condition code from a student's course.
C -Course Substitution	Directs DARS to retain the student's replacement course for matching.
E -Course Generation	Generates a student course. This may include count, credit, and/or GPA, or assigned condition codes. The course can be real or a pseudo.

ACTION affecting the requirement, sub-requirement, or A/R lines of the sub-requirement:

Action	Definition
R -Requirement Change	Directs DARS to insert, delete, or change fields in the referenced requirement or sub-requirement. These include: Sub-req's/Count, Hours, GPA, Maximum Hours, Maximum Hours Control, as well as Assigning, Accepting, and/or Rejecting Condition Codes.
\$ -Marker Requirement	Establishes link between \$MARKER requirement and the real requirement that is inserted in place of the marker in the program.
Q -System Condition Code	Permits internal system condition codes used to control conditional requirements and sub-requirements to be set or removed.
X -Limit (X-line) Change	Sets or resets sub-requirement membership limits between X and Y lines.

[Exceptions](#) includes some examples from the above **ACTION** lists. Additional ACTION flags are available to the user. A complete list of Exception and ACTION Types is available with your Miami DARS account at: [DARS Support Center > User Guides – DARS > DARS Encoding > Guide to Encoding Exception Rules](#)
http://www.dars.muohio.edu/licensed/guide/Folder_Encoding/index.htm

In addition to the Control Code (CTLCD) and ACTION fields, exception ACTIONS can be further qualified by a replacement or update control flag (**RUFLG**). Since the replace and update control flag (RUFLG) value is directly associated with the ACTION value, the same RUFLG field character value can mean different things depending upon the exception action which it is associated.

Below are a few exception ACTIONS with their appropriate RUFLGs and affects.

When ACTION is:	the appropriate RUFLGs are	Description
R	R	replacement action
R	U	modification action
R	I	insertion action
R	D	deletion action
R	S	exchange action
R	C	change action

When ACTION is:	the appropriate RUFLGs are	Description
C or S	Blank	normal course substitution of real course and real replacement
C or S	P	assigning option
C or S	\$	apply where identified by pseudo course
C or S	R	resetting option

Additional ACTION flags and their appropriate RUFLGs and affects can be found by searching the topic "RUFLG" found the on-line DARS Help resource. A complete list of Exception and ACTION Types is available with your Miami DARS account at: [DARS Support Center > User Guides – DARS > DARS Encoding > Guide to Encoding Exception Rules](#)

http://www.dars.muohio.edu/licensed/guide/Folder_Encoding/index.htm

Each **Exception Control Rule** (under the Globe icon) is a summary of the unique set of rules which can be applied to a specific student.

Grade	Report Grade	GPA Pt	GPA Calc	Add Credit	Add Count	IP	Cond	CD	Action	RU Flag	Pseu do	Force	Delig	Re place	C
1		.000		0				CA	R	I					<input checked="" type="checkbox"/>
2		.000		0				CD	R	D					<input type="checkbox"/>
3		.000		0				CS	S				+		<input type="checkbox"/>
4		.000		0				CW	E						<input type="checkbox"/>
5		.000		1				EV	E		C				<input type="checkbox"/>
6		.000		0				MR	\$						<input type="checkbox"/>
7		.000		0				RM	R	I					<input checked="" type="checkbox"/>
8		.000		0				SC	Q						<input type="checkbox"/>
9		.000		Y	0			WH	E		C				<input type="checkbox"/>
10		.000		0				RM	R	S			+		<input type="checkbox"/>

Clicking the MORE button of the exception rule reveals the definitions of the rule.

	Grade	Report Grade	GPA Pt	GPA Calc	Add Credit	Add Count	IP	Condg	CD	Action	RU Flag	Pseudo	Force	Delig	Re place	C	K
1			.000		0				CA	R	I					<input checked="" type="checkbox"/>	more
2			.000		0				RM	R	I					<input checked="" type="checkbox"/>	more

Exception Control

Grade: Pseudo:

Reported Grade: Force:

GPA Points: IP:

GPA Calculation: CondG:

Add Credit: Delig:

Add Count: Replace:

CICd: CreditCk:

Action: AC: RC:

RUFlag: EffDte:

Memo:

Last Modified: May 19, 2006 2:45:19 PM By: DELANEMA

Row 3 of 20

The Memo in the Exception Control Rule appears on the Select Exception Type available on the Student.

DARwin 3.5.3

File Edit Utilities Window Help

Programs Requirements Institution Transfer Tables Students Run View Job Queue Analysis View

New Open Save Print Preview Print Add new row insert new row Delete row Refresh Undo Cut Copy Paste Alternate View Course Bank condition

Student: 00000224 - Hoover, Dam

00000224

- Demographic Info
- Academic Record
- Programs
- Exceptions
- Transfer Evaluation

Select Exception Type:

CICd	Action	Rutlg	Memo
CA	R	I	Course Added in Sub-requirement
CD	R	D	Course Deleted in Sub-requirement
CS	S		Course Substitution
CW	E		Course Waived in Sub-requirement
EV	E		Event Completion
MR	\$		Marker Requirement
RM	R	I	Allow transferred technical credits older then 5 ye
SC	Q		Remove/Reset System Condition Code
WH	E		Course generation
RM	R	S	Two different Source crs. to Target
TS	R	I	Two source courses for one target course

OK Cancel

Once the Exception type is selected, fields specific to the student's exception are added.

The screenshot shows a web-based form titled "Requirement Modification" for student "00000224 - Hoover, Dam". The form is divided into several sections:

- InstCD:** [] **DPMask:** [] **Dprog:** []
- Ctl Code:** CA **Seq No:** 1
- Pseudo Name:** [] **Requirement Name:** []
- Required...**
 - Sub-req's/Count:** 0 **Hours:** 0.00
 - Req Count:** 0 **GPA:** 0.000
- Condition Codes**
 - Accept:**
 - Reject:**
 - Assign:**
- Maximum Hours**
 - Hours:** 0.00
- Note:** [] **Usect/Maxct:** 0
- Memo:** []
- Authorized:** [] **By:** []
- Last Modified:** [] **By:** []

Course	Replacement Course	MatchCtl	Year Term Range
AA??9999			

Rows: 0

Examples of student exceptions can be found under the link [Exceptions](#).

As you **create your own Exceptions**, you are reminded of these points:

- The Exception begins with the program, which is a set of requirements and sub-requirements. The student's petition is an agreement that modification or change has been made within a requirement or sub-requirement. Look to the requirement and/or sub-requirement to determine the action needed. A student's petition may require more than one exception.
- When you create an exception type on your Exception Control Rules table, document the Control Rule with a screen print and the student's tech id. The examples will help you build a directory of exception types that can be applied, when appropriate, to other students.

Note: Use the "Add", rather than "Insert" when entering exceptions on a student in Joe Cool. The "Insert" option modifies user and date on all prior exceptions.

- Based on the variety of student exceptions, your Exception Control Table will increase. Once you have created an Exception type, and have used it on a student, you may not change that exception on the Control Table. If you need to experiment with different Control Fields, ACTION types, or RUFLGs, you should build a new Exception type.

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