

How to Submit a DARS Exception

- 1.) After accessing your PAWS account, retrieve the student's information by entering the student's PID number under **Student Information**. You are able to search for the student by using their name as well. After inputting the student's PID number, select **Search**. Select the student from the drop down menu.

The screenshot shows the 'Your Services' menu on the left with the following items: [TRANSCRIPTS](#), [DARSweb](#), [BILLING/ACCOUNT ACTIVITY](#), [DARS APPROVAL](#), and [DARS EXCEPTION](#). To the right, descriptions are provided for each service. Below the menu is the 'Student Information' section with input fields for 'Search ID: PID', 'Last: _____', and 'First: _____'. A 'Search' button is located to the right of these fields. A white arrow points to the 'DARS EXCEPTION' link, and another white arrow points to the 'Search' button.

- 2.) After searching and accessing the student, select **DARS EXCEPTION** which is under **Your Services** on the left hand side.

This screenshot is similar to the previous one, showing the 'Your Services' menu. The 'DARS EXCEPTION' link is now highlighted with a white arrow. The 'Student Information' section below it has input fields for 'Search ID: PID', 'Last: _____', and 'First: _____', along with 'Search', 'Cancel', and 'Clear Form' buttons.

- 3.) After accessing the DARS Exception page, select the type of exception needed. Exception types are: **Course Substitution**, **Waiver**, or **Requirement Substitution**.

The screenshot displays three exception types, each with a description and a table for adding exceptions.
1. **Course Substitution**: Description: 'Substitute a course in a major/minor from another CSUP or a transfer course. Example: BSW-SOCWK PSYCH 100 PSY 102 Pueblo Community College'. The table has columns: Major/Minor (dropdown), Dept, Course No, Suffix, Substitution, Institution, All Students (checkbox), and Del.
2. **Waiver**: Description: 'A course is waived from a major/minor requirement. NOTE: Total credit hours are still required for degree requirements. Example: BA-FL-SPN SPN 101 Spanish placement exam'. The table has columns: Major/Minor (dropdown), Dept, Course No, Suffix, Comment, and Del.
3. **Requirement Substitution**: Description: 'Add or combination of courses that satisfy a program requirement without a direct course equivalency. Example: BA-ENG ENG-BA1 #3 ENG354-Univ of Northern Colo'. The table has columns: Major/Minor (dropdown), Catalog Requirement, Substitution, and Del.
White arrows point to the 'Course Substitution', 'Waiver', and 'Requirement Substitution' headers.

- **Course Substitution** – Used to substitute a CSU-Pueblo course with another course(s) from CSU-Pueblo or a transfer school.
- **Waiver** – Used to waive a course, a minimum grade requirement, SPN placement, etc.
- **Requirement Substitution** – Used to add a course that is not already notated in an elective list.

- 4.) Next, select the major or minor program from the drop down menu.

Course Substitution -a required course in a major/minor from another CSUP or a transfer course. Example:
BSW-SOCWK PSYCH 100 PSY 102 Pueblo Community College

Major/Minor	Dept	Course No	Suffix	Substitution	Institution	All Students	Del
Choose...						<input type="checkbox"/>	Del

Waiver -a course is waived from a major/minor requirement. NOTE: Total credit hours are still required for degree requirements. Example:
BA-FL-SPN SPN 101 Spanish placement exam

Major/Minor	Dept	Course No	Suffix	Comment	Del
Choose...					Del

Requirement Substitution -a single or combination of courses that satisfy a program requirement without a direct course equivalency. Example:
BA-ENG ENG-BA1 #3 ENG354-Univ of Northern Colo

Major/Minor	Catalog Requirement	Substitution	Del
Choose...			Del

5.) After selecting the student's major or minor, enter the applicable information for the exception. If you begin to input the information for the exception and need to change the type of exception, be sure to select the **Del** button on the right hand side. Once all information has been inputted, select the **Submit** button on the top right hand side.

Course Substitution -a required course in a major/minor from another CSUP or a transfer course. Example:
BSW-SOCWK PSYCH 100 PSY 102 Pueblo Community College

Major/Minor	Dept	Course No	Suffix	Substitution	Institution	All Students	Del
Choose...						<input type="checkbox"/>	Del

Waiver -a course is waived from a major/minor requirement. NOTE: Total credit hours are still required for degree requirements. Example:
BA-FL-SPN SPN 101 Spanish placement exam

Major/Minor	Dept	Course No	Suffix	Comment	Del
Choose...					Del

Requirement Substitution -a single or combination of courses that satisfy a program requirement without a direct course equivalency. Example:
BA-ENG ENG-BA1 #3 ENG354-Univ of Northern Colo

Major/Minor	Catalog Requirement	Substitution	Del
Choose...			Del

Important Information:

- After the exception has been submitted, it will be routed to the respective department chair or their delegate for review and approval.
- After exceptions are approved by the department chair or their delegate, the Registrar's Office will enter the exception into the student's DARS audit.
- Be sure to complete and submit all DARS exceptions in a timely fashion.
- All DARS exceptions should be submitted on DARSweb before the Graduation Contract is submitted.
- Submitted and approved exceptions for each active student remain in the system and may be viewed by advisors.
- Exceptions are linked to a specific major or minor, so approved exceptions will not apply if a student officially changes their major.
- Exceptions may not be submitted for Undeclared and Non-Degree students.
- Exceptions cannot be submitted electronically for Institutional, General Education or Credits over 10 Years requirements. These types of waivers must be submitted paper form. Forms can be found on the Registrar's Office website.