



DARSX

Guide for L&S Requestors

Academic Information Management (AIM)
College of Letters & Science
UW-Madison
2026



How to Use this Manual

This manual is intended as a reference guide DARSX users who will be making exception requests.

Screenshots are provided for reference.

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What is DARSX?

DARSX is a dynamic, online curriculum exception system co-created by AIM Director, Mike Pflieger and Ozzyie Chen at DoIT.

It combines student record data with degree requirements to create an exception form specific to a student's program. A DARSX request is instantaneous, authenticated by Single Sign On (SSO), and stored securely on UW-Madison servers.

In 2012, DARSX was exhibited as a process improvement at the UW-Madison Showcase and in 2013 was recognized as an Educational Innovation. In 2017, AIM was given the Administrative Improvement Award for reducing reliance on exceptions. DARSX was pivotal in that effort.

Since 2018, DARSX has been used for most undergraduate programs on campus, and is now maintained by the Office of the Registrar



What are Exceptions?

A curricular exception is an adjustment made to the academic requirements of a given program, for an individual student.

Exceptions are approved in the context of specific degree, major or certificate requirements to recognize that a student met learning goals in an alternate way than the published curriculum.

Students are not entitled to exceptions when rigor is not maintained.

Exceptions should be exceptional, not routine.



Exceptions are **Not...**

Curricular exceptions do not change a student's academic record. The following actions are **not** curricular exceptions:

- Program declaration
- Changing program declaration date
- Posting transfer or study abroad credit
- Course Changes
- Credit Changes
- Grade Changes

Exceptions do not replace regular curriculum management. If you are using exceptions to fill gaps in the curriculum or make unapproved major changes, contact AIM or Teaching & Learning Administration for help.

Who are **AIM**?



Academic Information Management (AIM)

We ensure that L&S undergraduate curriculum and policy information is accurate and accessible to students, faculty, and staff. We edit Guide content and certify DARS as correct, giving students and their advisors essential tools to track degree progress and completion. AIM automated exception processing and degree clearance, reformed student records management, and through partnerships with campus offices, ensures information is digitally accessible, governed, and protected. Our analyses of student outcomes provides insight for faculty governance and decision-making and our white papers have led to policy reforms and organizational transformations.

DARSX Authorization



To request exceptions, you must be able to generate a DARS.

[Go here](#) if you need DARS access

You must be authorized by your program Chair/Director to modify the curriculum for individual students.

[Request DARSX Authorization](#)



Requestor ROLES

Every Requestor has at least one Role in DARSX

ROLE	CAN REQUEST EXCEPTIONS TO...
ADVISOR	Major or Certificate requirements
DEAN HONORS	L&S Degree requirements
HONORS	Honors in the Liberal Arts
COMMLIAIS	Communication A/B
QRLIAIS	Quantitative Reasoning A/B
ESRLIAIS	Ethnic Studies
FL SUBSTITUTION	L&S Foreign Language substitution

Getting Authorized



Login

REQUESTOR View



DARS EXCEPTIONS

View - **admin** **REQUESTOR** dept approver college approver

Request new exception

Search for exception request

My most recent 10 uncompleted requests:



OF29-99	CANCEL	(06/29/2022)
OF07-54	CANCEL	(06/07/2022)
ND27-47	CANCEL	(04/28/2021)
MJ08-3	CANCEL	(11/16/2020)
MA03-82	CANCEL	(01/03/2020)
LH28-38	CANCEL	(08/28/2019)
LD10-49	CANCEL	(04/10/2019)
LB22-5	CANCEL	(02/22/2019)
KB01-6	CANCEL	(02/01/2018)
JJ19-10	CANCEL	(11/17/2017)

My most recent 10 completed requests:



RJ29-26	COMPLETE	(10/30/2025)
RA09-23	COMPLETE	(01/10/2025)
OL06-49	COMPLETE	(12/08/2022)
OL05-22	COMPLETE	(12/05/2022)
OG06-41	COMPLETE	(07/08/2022)

After login
you see
your most
recent
activity

Using DARSX



Requestor Menu

You can initiate a new request or search for a request you already made





Search Results

To search for a Request, input the values you know

Search Existing Requests for Student

Request # equals:

Campus ID equals:

First Name begins with

Buck

Last Name

Badger

Search

Cancel

Using **Request #** will make searching a lot easier

Using DARSX



Search Requests

Searching by Name or Campus ID may yield multiple results. Click the **red text** to see the history.

Your requests for this student

Request Date	Status	Request #	Last Updated
--------------	--------	-----------	--------------

12/06/2022 09:53 PM	COMPLETE	OL06-49	12/06/2022 09:53 PM by MJPFLEIEGER
12/05/2022 10:17 AM	COMPLETE	OL05-22	12/05/2022 10:17 AM by MJPFLEIEGER

Total: 2

Searching requests is helpful if you are seeking the status of a request or have a question

Using DARSX



Requesting a New Exception

Search for the student using any of these fields:

Search for Student

Campus ID equals:	90#4###7###
First Name begins with	
Middle Initial is	
Last Name begins with:	

Using **Campus ID** is fastest

Using DARSX



Select Degree Program

Many students will have more than one declared program.

Name: Badger,Buckingham W

Campus ID: 90#4##7###

Pick a degree (completed programs are not shown)

BS 572 – College of Letters & Science – Bachelor of Science (B.S.)

Information Science major

Catalog Year: 20231

Alternate Catalog Year: 20232

Institution Code: L&S

BS 805 - College of Letters & Science - Bachelor of Science (B.S.)

Political Science major

Catalog Year: 20231

Alternate Catalog Year: 20232

Institution Code: L&S

Cancel



Pick the
Degree
Program for
which you
are
authorized

Using DARSX



Modifying Requirements

You see all the requirements for which you are authorized to request an exception

Political Science major - Distribution *3 courses with C or higher grade, from 3 sub-fields*

Required Courses: 3

Satisfied with courses

Political Theory

Approve Course:

Choose Course

American Government

Approve Course:

Choose Course

Comparative Politics

Approve Course:

Choose Course

International Relations

Approve Course:

Choose Course

Using DARSX



Types of Exceptions

Approve course(s) for a requirement (**most common**)

Exchange course for a required course in requirement

Modify minimum required courses

Modify minimum required credits

Modify minimum GPA (**rare**)

Modify maximum applied credit (**rare**)



X Type: Approve a Course

Approving a course is the most common type of exception

Political Science major - Research Methods A C or high

Approve Course:

- ✓ Choose Course
- SP24 ANTHRO 105-309 3.0 AB
- SP24 ASTRON 103-306 3.0 AB
- FA23 COMP SCI 220-351 4.0 AB
- SP23 ENGL 100-017 3.0 A
- SP25 ENGL 177-316 3.0 A
- SP26 GEN BUS 310-001 3.0 IP
- FA22 HISTORY X13 3.0 T
- FA23 L I S 201-306 4.0 A
- SP24 L I S 350-001 3.0 A
- FA24 L I S 399-002 3.0 A**
- SP25 L I S 399-002 3.0 A

Pick the course you want to approve for the requirement from the dropdown list of completed and in-progress courses.

Residency and GPA requirements will only allow you to approve courses taken at UW-Madison

Using DARSX



X Type: Approve a Course

Do all your exceptions in a single request

Political Science major - Residence & Quality of Work

2.000 GPA on 15 UPPER LEVEL Major credits in RESIDENCE

Approve Course:

SP25 L I S 399-002 3.0 A



Approve Another Course (max. 2)

If the course should also count as Upper-Level for the Major Residency and GPA requirement, request that as well.

For Residence and GPA, the course list will only display UW-Madison courses

Using DARSX



X Type: Approve 2+ Courses

Some requirements allow you to approve two or more courses (up to 9 total). If you need to, hit the button and another course dropdown will appear.

Political Science major - Residence & Quality of Work

2.000 GPA on 15 UPPER LEVEL Major credits in RESIDENCE

Approve Course:

SP25 L I S 399-002 3.0 A

Approve Another Course (max. 2)

SP26 L I S 461-003 3.0 IP



X Type: Exchange Course

Target an exception to replace a specific course

POLITICAL SCIENCE: Honors in the Major

15 cr POLI SCI for Honors

Required Credits: 15 Satisfied with credits

Approve Course:

Choose Course

Approve Another Course (max. 9)

Senior Honors Thesis

Exchange

SP24 L I S 640-015 3.0 A

for

POLI SCI681

An exchange is like swapping one course for another, while holding the student accountable for the other course(s) in the requirement.

Using DARSX



X Type: Modify # Required Courses

Though we do not advise it in most cases, it is sometimes appropriate to augment the minimum number of courses required

Political Science major - Distribution *3 courses with C or higher grade, from 3 sub-fields*

Required Courses: 3

Satisfied with courses

**If you need it, but don't see this option, contact
AIM and we discuss possibilities**



X Type: Modify # Required Credits

Similar to modifying minimum courses, we do not advise it in most cases. However, it is provided in some requirements.

Political Science major - Total Credits

Required Credits: 30

Satisfied with credits

**If you need it, but don't see this option, contact
AIM and we discuss possibilities**



X Type: Modify Max Applied Credit

Some programs limit the application of credit of some courses toward an overall credit requirement. These are effectively credit maximums.

A maximum 6 credits of Directed Study/Internship

Max Credits Applied: 6 Increased to credits

Approve Course:



Enter the new maximum number of credits you want to allow



X Type: Modify Minimum GPA

**L&S discourages lowering GPA
minimums**

If you believe there is a need to lower a GPA
requirement for an individual student, please contact AIM
to discuss this possibility



Submitting an Exception

When you have made all of the requests, you must submit them

Additional Instructions *100 character limit*

Use this box sparingly, and only for important details pertaining to your request

Exception effective as of:

Spring 2025-2026 ▾

Submit exception request

Cancel





Exception Sent

Once submitted, you receive a verification and some options

Name: Badger,Buckingham W

Campus ID: 90#4##7###

Your Exception request has been submitted.

Printer Friendly View

Add another exception for this student

Return to search

1. The Printer Friendly View will create a pop-up for you to print or save as PDF
2. You may request another exception for the same student
3. You can return to search for another student



Viewing Requests

Every request gets a unique identifier and metadata

Request #: SE06-2

Name: Badger, Buckingham W

Campus ID: 90#4##7###

Exception effective as of: Spring 2025-2026

Degree Program:

BS 805 - Political Science major

Catalog Year: 20231

Alternate Catalog Year: 20232

Institution Code: L&S

Viewing Requests



Exception Requests:

For Political Science major - Distribution (805DIST)

SetREQCT to 2

SetREQHRS to 29

For POLITICAL SCIENCE: Honors in the Major (805HIM)
Senior Honors Thesis
(Pseudo Name: 805THESIS-A)

Exchange **SP26 L I S 461-003 3.0 IP**

for POLI SCI681

For Political Science major - Distribution (805DIST)
Political Theory
(Pseudo Name: 805THEORY-A)

Accept **SP25 L I S 399-002 3.0 A**

For Political Science major - Residence & Quality of Work (805.0)
2.000 GPA on 15 UPPER LEVEL Major credits in RESIDENCE
(Pseudo Name: 805UL-A)

Accept **SP25 L I S 399-002 3.0 A**
SP26 L I S 461-003 3.0 IP

Each accepted course,
exchanged course,
modified count and
credit are recorded for
approval, and
processing

Using DARSX



Viewing Requests

At the top right of your request view is its Status and History

Status: PENDING **History**

Update Status ▾

Statuses are

Status: PENDING **History**

✓ Update Status
APPROVED
CANCEL
CLARIFY
COMPLETE
DEPT-OK

**Most of yours will be
PENDING or COMPLETE.
CLARIFY means more
information is needed to
approve**



Viewing Requests

History is a record of the statuses and timestamps of those statuses, so that we can track who did what to which requests.

History tracks status

Status: PENDING **History**

Update Status ▾

Request Status History

Date	Status	ID
06-MAY-26 01:11 AM	PENDING	MJPFLIEGER

Most of the History will be two transactions – PENDING and COMPLETE. However, when there are more this provides a record of what was done, by whom

Using DARSX



Printer Friendly View

DEGREE/MAJOR EXCEPTION

Request #: SE06-2

Name: Oh,Carol Madison

Campus ID: 9084057281

Emplid: 0006407990

Exception effective as of: Spring 2025-2026

Degree Program:

BS 805 - Political Science major

Catalog Year: 20231

Institution Code: L&S

Exception Requests:

For Political Science major - Distribution

Set REQCT to 2

Set REQHRS to 29

For POLITICAL SCIENCE: Honors in the Major
Senior Honors Thesis

Exchange SP26 L I S 461-003 3.0 IP

for POLI SCI681

For Political Science major - Distribution
Political Theory

Accept SP25 L I S 399-002 3.0 A

For Political Science major - Residence & Quality of Work
2.000 GPA on 15 UPPER LEVEL Major credits in RESIDENCE

Accept SP25 L I S 399-002 3.0 A

SP26 L I S 461-003 3.0 IP

Additional Instructions

No comments posted for this request.

Requested by MJPFLIEGER on 05/06/2026 01:11 AM

Last Updated by MJPFLIEGER on 05/06/2026 01:11 AM

*** Request not official until processed by the Dean's Office ***

The Printer Friendly View is for departments that want to keep records of their DARSX requests. These views do not contain HTML encoding and can easily be saved as PDF or printed

Requests that are not PROCESSED will carry a note that the request is not official

Using DARSX





Technical Considerations

DARSX works on UW-Madison recommended web browsers:



The [DoIT](#) Help Desk (264-HELP) provides technical support.

Resources

Getting Help



Visit the

AIM website