

Entering Exceptions in DARWIN

The University of Tennessee
Office of the University Registrar

Entering Exception s in DARWIN

Table of Contents

Exception Overview	3
Types of Exceptions	3
Accessing the Exceptions Screen	5
Entering Exceptions	5
Determining Appropriate Exception Type	8
Appendix A: Audit Notations	16
Appendix B: List of Condition Codes	17
Appendix C: C-Exception Fields	18
Appendix D: R-Exception Fields	19
Appendix E: DARS Team Contact List	21
Notes	22

Exception Overview

An Exception is a command in DARwin that is used to override a degree requirement for individual students. If an exception is routinely approved and applied on students' behalf, a blanket substitution should be considered.

Types of Exceptions

Although there are a number of Exceptions available for use in DARWIN, there are just a few that are used routinely at the University of Tennessee.

College Use

C- Exceptions (CC, CS, CT) Course Substitution: substitutes a course(s) (either in-progress or completed) for a replacement course on a global basis. All C-Exceptions can be used without indicating a replacement course to change a condition code that is attached to a completed course.

CT Check Title: used to distinguish between courses with the same designation taken in the same semester by checking the course titles. The CT can be used for exceptions involving LD and UD courses, special topics, etc. When the same course designation is taken in different semesters, a date range can distinguish the course desired.

CC Course Substitution: substitutes a course for an in-progress or completed course. Course is applied as the Replacement course (RCourse) value only when matching requirements. A CC can be used without indicating a replacement course to change a condition code that is attached to a *completed* course.

CS Course Substitution: substitutes a course for an in-progress or completed course. Course retains the ability to be applied as the original course as well as the substituted course - a.k.a. it assumes both values when being applied to fulfilling requirements. The original course is no longer listed on the acceptable courses listing, but is replaced by the Replacement course. A CS can be used without indicating a replacement course to change a condition code that is attached to a *completed* course.

R- Exceptions (RI, RD, RU) : used to modify a requirement or sub-requirement. The exception will hold true regardless of any other exceptions that are entered to affect a requirement. R-exceptions are most commonly used to insert or “force” a course into a requirement, not to replace a course, but to force the requirement to accept a course that falls outside of the programmed acceptable course list.

RU (Modification/Insertion): Updates or modified requirement/sub-requirement fields. Inserts forced courses into the course list.

RD Requirement (Change/Delete): deletes a course from a requirement. Leaves the required hours/Total Hours in tact? If the course to be deleted is part of a sequence or grouping of

courses, only one of the courses needs to be deleted but all in the sequence will be removed. The course is no longer listed on the listing of acceptable courses.

RC (Change): used to change an aspect of the requirement that falls outside of just affecting the application of a course in the requirement. With an RC, specific courses may be added or deleted from the acceptable list of courses. The Year Term Range may also be changed, added or eliminated. The RC may also be used to add or reject condition codes from a requirement/subrequirement.

RI Requirement (Insertion): used to insert or “force” a course into a requirement, not necessarily to replace another course, but simply to make the requirement accept the “forced” course and credit it toward completion of the requirement. Can also be used to add or delete the number of required courses or hours. May also be used to append or remove a condition code from a course.

RS (Requirement substitution): Replaces or swaps a course in a requirement/sub-requirement list. Swaps course for the specific requirement/sub-requirement only as opposed to replacing the course throughout the audit. Multiple swaps -many for many - many for one -one for many are possible. The Year Term Range for a course may also be changed, added or eliminated. A MATCHCTL value can also be changed. The RC may also be used to add or reject condition codes from a requirement/sub-requirement.

Registrar’s Office Use

MR Market Requirement: graduation specialists to add second major or minor.

QQ Marker Requirement: used by graduation specialists to set student for graduation and to force any deficiencies to be completed to clear student for graduation.

ACCESSING THE EXCEPTIONS SCREEN

To open the **Exceptions** screen, you must first open the **Students** screen by choosing the **Student Icon**  on DARwin's upper tool bar, the **Select Students** dialog box will open.

Enter the student ID number in the **Open Student Number** box, then select the **Open** button from the right navigation menu (**FIGURE 1**). **THE Student** dialog box will appear. In the left navigation window, choose the **Exceptions** link (**FIGURE 2**). The **Exceptions** window will open.

For students who have not received any exceptions, the window will be empty. To enter the first exception, click in the large white area directly below the student's name. The **Select Exception Type** dialog box will open. Choose the appropriate exception type from the list in the box. The **Exception Dialog Box** will appear.

Alternate Method: If the student has already had exceptions entered on their behalf, choose the last entry, place your cursor in the memo field and choose enter. The **Exception Dialog Box** will appear.

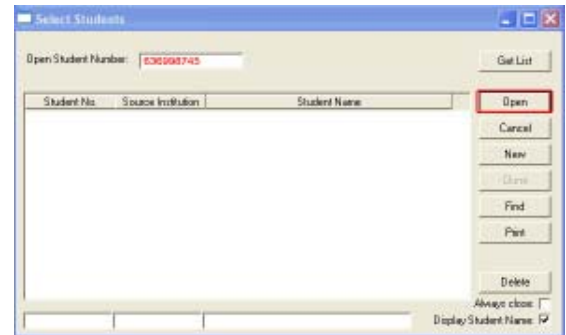


FIGURE 1. Enter the student number and select **OPEN**.

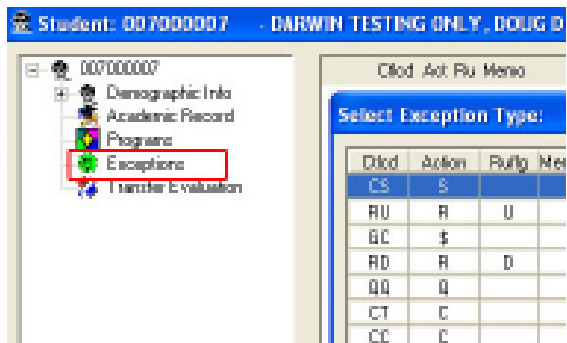


FIGURE 2. Click the **Exceptions** listing one time to access the **Exceptions** screen

ENTERING EXCEPTIONS

C Exceptions (CC, CS, CT)


In the **Exceptions** dialog box, enter the **Dprog** (if applicable). Next enter the **Course**, which is the course you are wishing to be used, then enter the **Replacement Course** which is the course mandated by the **Dprog** or the course *being* replaced (**FIGURE 3**). In the **Year/Term** box specify the date which the course was taken if it necessary to effect the change. Use the **Add CC:** (to attach) or **Remove CC** (or override) to effect changes to Condition Codes attached to the course.

In the **Course** box, enter the course you are wishing to be used, then in the **Replacement Course**, enter the course mandated by the **Dprog** or the course *being* replaced. It is good practice for clarification to add a memo (which isn't displayed on the audit, but is for internal use only) describing who approved the exception, who entered the exception and the date.

DEGREE PROGRAM or Dprog

It is not necessary to enter the Dprog for an exception unless you want to limit the exception to a specific major. For example, if you enter an exception for a student who is majoring in Psychology (BA-PSYC) and that student changes majors if you specified the Dprog the exception will not follow the student. If you did not specify the Dprog the exception will be applied to the new major.

FIGURE 3. The screens for C-Exceptions, R-Exceptions and W-Exceptions all ask require different information to affect the desired change.

To apply the Exception, choose the Save  Icon . The Exception will immediately be applied to the student's DARS audit. The Exception type will appear under the Exceptions link in the **Student Dialog Box**.

R Exceptions (RI, RC, RD,RU)

In the Exception dialog box, enter the **Dprog** (if applicable). Next enter the Pseudo Name and Requirement Name.

In the Required Section you can alter the demands of the requirement. The Sub-reqs/Count is used to increase or decrease the number of courses required by a sub-requirement (specified by the use of the Pseudo name). Decrease the count by entering a minus sign (-) and the number to decrease. To increase the count, type in the number to be increased, a plus (+) sign is not needed.

The Sub-requirements Hours can also be increased or decreased by either subtracting hours using the minus (-) sign or adding hours by putting the number of desired hours in the Hours box.

Req/Count: used to increase or decrease the number of sub-requirements specified by the requirement.

NOTES & MEMOS

NOTE: A Note is used to explain changes on the student's audit. Notes are viewable and printable by the student and are included on the student audit both online and in print version.

MEMO: A memo is used to record clarification/validation for allowing an exception including, but not limited to, the situation in which the exception occurred, the staff/faculty member authorizing the exception, the college and the date. You may also want to document the staff member who entered the exception.

The GPA setting is used to affect the required GPA for a requirement/sub-requirement. Not all requirements mandate a specific GPA and as such this setting is not often used when entering Exceptions.

Condition Codes are often applied to a course as it is processed through a given Dprog in DARWIN. For example, DARS automatically assigns a Condition Code of “G” to all courses that a student *elects* to take for Satisfactory (S) credit. (The “G” Condition Code is NOT assigned to S/NC *only* courses.) Most requirements in DARWIN do not allow “G” courses. By using the Accept setting, a requirement is forced to accept the condition code which under normal circumstances would not be allowed to be credited towards completion of the requirement.

PSEUDO NAMES

WHAT THEY ARE/HOW TO FIND THEM

Each Requirement and sub-requirement has a Pseudo name. The pseudo name is used by exceptions to distinguish the requirement or sub-requirement to be affected.

To find a Pseudo name, run an audit on the student in question as you normal would. However, before you send the audit, on the RunBar, choose the **Report** tab. On the Report tab, choose the “List All” dropdown menu and choose “Include Pseudo”. Now, run the audit. The pseudo name will be listed directly before the requirement.

The Remove setting is used to remove a Condition Code that has been applied to a course and thus is prohibiting the course from being used as desired.

It is good practice for clarification to add a memo (which isn't displayed on the audit, but is for internal use only) describing who requested and approved the exception.

If a course substitution or "force" is needed in conjunction with the R-Exception, use the section at the bottom of the window. The Course is the course you are wanting to be used, the Replacement Course is the course that is mandated by the requirement. The MtchCTL setting is used to affect applied Control Codes such as Grouping and the Year/Term/Range setting is used to target courses taken in a specific time period. The Year/Term/Range setting is most often used with Transfer courses that share the same designation or title. To target or "use" a specific course the date the course was taken would be inserted to alert DARWIN exactly which course to use.

DETERMINING APPROPRIATE EXCEPTION TYPE

Situation: Forcing DARWIN to accept a Non-UTK course

A student has taken a course at a background institution (BGI) and subsequently transferred it to the University of Tennessee. DARWIN automatically assigns a Condition Code of "T" to all transfer courses. Some requirements are programmed to accept UT Knoxville (Condition Code: K) courses only. An exception has been approved to accept the BGI course in place of the UT Knoxville only course. In this scenario, a CS-Exception is the most appropriate Exception type to enter. A CS will allow you to substitute the BGI course, attach the condition code of "K" (Knoxville only) to the course and remove the condition code of "T" (Transfer).

The screenshot shows a software window titled "Student: 556987474 John J. Piper". On the left is a navigation tree with categories: Demographic Info, Academic Record, Programs, Exceptions (with sub-items MR, QQ, RI, CC), and Transfer Evaluation. The main area is titled "Course Substitution" and contains the following fields:

- InstCD: [] DPMask: [] Dprog: BSBA-FINC
- Ctrl Code: CC Seq No: 4
- Course: FINCUD01 Year/Term: []
- Replacement Course: FINC301 Credit: .0
- ***** Add CC: K [] Remove CC: T []
- Note: []
- Memo: BGI course accepted for UTK only course. Approved by JSA, Entered by PBA, Date 2/25/07.
- Authorized: [] By: []
- Last Modified: [] By: []

To Execute the Change

1. Open a CS Exception.
2. Enter the Dprog (The Dprog is applicable in this case because in the event the student changes majors/colleges it is unknown whether a different college would accept the same substitution, therefore the exception should be limited only to the processors college.

3. In the COURSE field enter the course to be used.
4. In the REPLACEMENT COURSE field, enter the course that is to be replaced.
5. In the ADD CC field enter a “K” to attach the Knoxville only condition code.
6. In the REMOVE CC field, enter the “T” to remove the Transfer condition code.
7. In the MEMO field enter information that explains the purpose of the exception and who approved it.
8. Choose the SAVE icon from the upper toolbar to save your work.

Situation: Removing Condition Code

There are condition codes that DARWIN automatically assigns. For example, DARWIN automatically assigns a system condition code of “G” to all courses that a student *elects* to take for Satisfactory (S) credit. (The “G” condition code is NOT assigned courses that are *only offered* for S/NC.) Most requirements in DARWIN do not allow S/NC (“G”) courses. To allow a course taken for Satisfactory (S) credit, a CS Exception will need to be entered to remove the condition code of “G” from the requirement.

Student: 556987474 John J. Piper

Course Substitution

InstCD: DPMask: Dprog: **BA-MARK**

Ctl Code: Seq No:

Course: Year/Term:

Replacement Course: Credit:

***** Add CC: Remove CC:

Note:

Memo:

Authorized: By:

Last Modified: By:

To Execute the Change

1. Open a CS Exception.
2. Enter the Dprog (The Dprog is applicable in this case because in the event the student changes majors/colleges it is unknown whether a different college would accept the same substitution, therefore the exception should be limited only to the processors college.
3. In the COURSE field enter the course to be affected (No REPLACEMENT COURSE field entry is needed as you are only removing the CC of G.)
4. In the REMOVE CC field, enter the “G” to remove the condition code.
5. In the MEMO field enter information that explains the purpose of the exception and who approved it.
6. Choose the Save icon from the upper tool bar to save your work.

Situation: Remove the Condition Code of a “C” or better grade

Certain requirements in DARWIN are encoded to only accept courses with “C or better” grade. This is a System Code of “C”. An exception has been approved to allow a student to use a “D” graded course to complete the requirement. In this case a CS exception is needed to override the System Code of “C”.

Student: 778654432 John Q. Student

778654432

- Demographic Info
- Academic Record
- Programs
- Exceptions
 - MR
 - QQ
 - CS
- Transfer Evaluation

Course Substitution

InstCD: DPMask: Dprog: BS-CHEM

Ctl Code: CS Seq No: 3

Course: CHEM330 Year/Term:

Replacement Course: Credit: .0

***** Add CC: Remove CC: C


Note:

Memo: Grade of "D" accepted for student ready for graduation. Approved by HHR. Entered by JJU. Feb. 5, 2007.

Authorized: By:

Last Modified: By:

To Execute the Change

1. Open an CS Exception.
2. Enter the Dprog (The Dprog is applicable in this case because in the event the student changes majors/colleges it is unknown whether a different college would accept the same substitution, therefore the exception should be limited only to the processors college).
3. Enter the course to be affected.
4. In the REMOVE CC: field enter the “C” condition code.
5. In the MEMO field enter information that explains the purpose of the exception and who approved it.
6. Choose the SAVE icon  from the top toolbar and save your work.


Situation: Allow additional hours of a repeatable course

Occasionally it is necessary for a student to take more than the allowed number of credit hours for a particular course; For example, a seminar course that changes title each semester but retains the same course number or a special projects class that the University allows 15 credit hours for, but the college only allows 6, and the advisor approves a petition for more hours. For whatever reason, a student exceeding the maximum hours set on a course will activate the DUPS REPORT WARNING on the audit. To override this warning and accept the additional hours a C-Exception is warranted.

The screenshot shows the 'Course Substitution' form in the DARwin system. The student's ID is 778654432 and the name is John Q. Student. The form is titled 'Course Substitution' and contains the following fields and values:

- InstCD:** [Empty]
- DPMask:** [Empty]
- Dprog:** BA-INPG-AAS
- Ctrl Code:** CC
- Seq No:** 4
- Course:** AFST450
- Year/Term:** [Empty]
- Replacement Course:** [Empty]
- Credit:** .0
- Add CC:** [Empty] >
- Remove CC:** X [Empty]
- Note:** [Empty]
- Memo:** Maximum hours exceeded by approval. Approved by KIK. Entered by OLP. December 18, 2004.
- Authorized:** [Empty]
- By:** [Empty]
- Last Modified:** [Empty]
- By:** [Empty]

To Execute the Change

1. Open an CC Exception.
2. Enter the Dprog (The Dprog is applicable in this case because in the event the student changes majors/colleges it is unknown whether a different college would accept the same substitution, therefore the exception should be limited only to the processors college).
3. Enter the course to be affected.
4. In the ADD CC: field enter a greater than (>) sign. (The > is a system-applied condition code that marks a course that has exceeded limits set by the STRING table.) In the REMOVE CC: field enter a "X" to remove the "in excess" condition code generated automatically by DARWIN.
5. In the MEMO field enter information that explains the purpose of the exception and who approved it.
6. Choose the SAVE  icon from the top toolbar and save your work.

Situation: A new course “grouping” or “sequence” needs to be added or “forced”

An exception has been approved to allow Math 130 and Math 131 to be credited for completing a college- required (NOT GENED!) math requirement. The requirement mandates that a sequence or “group” of courses be completed. To override the requirement an RI Exception is needed. In DARWIN the Encoder staff designates two courses as a sequence by adding a MatchCTL of “G”, this will need to be removed.

Student: 416048050 - GRIFFITH, MISTY MARIE

Requirement Modification

InstCD: DPMask: Dprog: BSAS-AS-STPV

Ctl Code: RI Seq No: 3

Pseudo Name: A-A/MATH-1 Requirement Name: A-A/MATH

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: Non-sequence accepted. Authorized by JJR, Entered by RRE on 2/29/09


Authorized: By:

Last Modified: By:

	Course	Replacement Course	MatchCtl	Year	Term	Range
1	MATH130		G	-	-	
2	MATH141			-	-	

***** Rows: 2

To Execute the Change

1. Open an RI Exception.
2. Enter the Dprog (The Dprog is applicable in this case because in the event the student changes majors/colleges it is unknown whether a different college would accept the same substitution, therefore the exception should be limited only to the processors college).
3. Enter the Pseudo name of the sub-requirement and the Requirement name.
4. In the MEMO field enter information that explains the purpose of the exception and who approved it.
5. In the first COURSE field, enter the first course you wish to be accepted as a sequence.
6. In the MatchCTL field, enter the control of G.
7. In the second COURSE field, enter the second course you wish to be accepted at the sequence.
8. Choose the SAVE  icon from the upper toolbar to save your work.

Situation: Change the Year/Term Range a course is allow to be taken

An exception has been approved by the GENED Committee to allow a course that was taken prior to 2004 to be accepted for a 2004 GENED requirement. In this case, an R Exception is needed to #1 Modify the exception and #2 to amend the acceptable date range for courses that requirement.

Requirement Modification

InstCD: DPMask: Dprog: BSHE-CFS

Ctrl Code: RC Seq No: 3

Pseudo Name: GEN-WC/ED-1 Requirement Name: GEN-WC

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
1	CFS 405			20042-

***** Rows: 1

To Execute the Change

1. Open an RC Exception.
2. Enter the Dprog (The Dprog is applicable in this case because in the event the student changes majors/colleges it is unknown whether a different college would accept the same substitution, therefore the exception should be limited only to the processors college).
3. Enter the Pseudo name of the sub-requirement and the Requirement name.
4. In the MEMO field enter information that explains the purpose of the exception and who approved it.
5. In the first COURSE field, enter the course you wish to be accepted.
6. In the YEAR TERM RANGE field enter the date the course was completed.
7. Choose the SAVE  icon from the upper toolbar to save your work.

Situation: Add Condition Code of “F” to mark student as non-English native Language

Students from countries whose language is not English must be considered non-native speakers and mandated to take English 131 and 132. It is the responsibility of College representatives to indicate these students in DARWIN. The Exception type most appropriate for this scenario is a C-Exception. The C-Exception will allow the college representative to attach a condition code of “F” to the student’s audit and unlike the R-Exception, will force the condition to be applied throughout the audit.

Student: 778654432 John Q. Student

778654432

- Demographic Info
- Academic Record
- Programs
- Exceptions
 - MR
 - QQ
 - CS
- Transfer Evaluation

Course Substitution

InstCD: DPMask: Dprog: BA-PSYC

Ctrl Code: CS Seq No: 3

Course: Year/Term:

Replacement Course: Credit: .0

***** Add CC: F Remove CC:


Note:

Memo: Condition code added to indicate non-native English student. Approved by MMU. Entered by JJN. February 7, 2007.

Authorized: By:

Last Modified: By:

To Execute the Change

1. Open an CS Exception. (There is no need to enter the Dprog because this rule holds true for the entire University community.)
2. In the ADD CC: field enter the condition code “F”.
3. In the MEMO field enter information that explains the purpose of the exception and who approved it.
4. Choose the SAVE  icon from the upper toolbar to save your work.

Situation: Allow Quarter Courses

A student who attended the University in the Mid 70s has returned to complete her degree. She, of course, wants to use all of her quarter credits possible to fulfill present-day requirements. Her advisor has approved a 1- to 1 substitution of the course and a waive of the hours difference. When her courses are processed through DARS all of them are marked by the system with a condition code of “Q” for quarter courses. The “Q” condition code will need to be removed.

Because quarter courses do not have the same credit hours as semester courses, it will also be necessary to reduce the required Hours field.

APPENDIX A

Audit Notations

+	Sub-requirement is complete
-	Sub-requirement is not complete
*	A collection Sub-requirement. This type of Sub-requirement is not used to fulfill a requirement but instead counts courses or credits that meet specific criteria. As a result these sub-requirements are neither complete nor incomplete.
Group	A set of courses within a Sub-requirement (i.e., AST 101 & AST 102 are a group since they must be taken together).
IP	In-progress courses are being used in a requirement
Matched As	How or why a course meets a Sub-requirement. Frequently these are cross-listed courses, This also occurs when a course substitution is entered to allow a course outside of the course listing to fulfill a requirement/sub-requirement.
Needs	What is left (credit hours, courses or sub-requirements) to be completed to meet a requirement or Sub-requirement
NO	Requirement is not complete
Not From	Courses that are specifically unacceptable to meet a Sub-requirement
OK	Requirement is complete; all sub-requirements must be complete for a requirement to be completed
Select From	Courses that are acceptable to meet a Sub-requirement
Sub-group	Another name for Sub-requirement

APPENDIX B**List of Condition Codes**

F	Courses taken at a 4-year institution
G	Students elect S/NC option (course can be taken for a letter grade)
H	Courses used to meet High School deficiencies
M	Assigned to AP, CLEP, MIL, DP courses
Q	Quarter courses which have 4-digit course numbers
S	Students who have earned a first undergraduate degree (S=Second Degree)
B	Courses with a “B” grade or better
C	Courses with a “C” grade or better
c	Courses with a “C+” grade or better
K	Courses taken at UT Knoxville
N	Courses with a “D” grade or better
J	Courses with a “D” grade ONLY
S	Courses with a “S” grade
?	Courses with no credit (F,W etc.)
O	Courses taken for Second Opportunity
T	Transfer Courses
E	Students who receive credit for English 118 with “B” or better
F	Students who pass both ENGL 131,132. Used to identify non-native speakers of English.

Appendix C

C-Exception Fields

Field Name	Description
CTL Code	Used to match the Exception RULE's control code field (CTLCD)
COURSE	The course that is mandated by the requirement
Replacement Course	Field used for replacement course value (This field is optional depending if the desired (RCOURSE) action involves replacing a course or not.
Credit	Used to reset credits associated with the Exception's COURSE
Add CC	Two fields are available (AC1,AC2) with which a Condition Code will be attached to the course
Remove CC	Two fields are available (RC1,RC2) with which a Condition Code will be removed from the course. The Condition Code must exist on the course prior to the execution of this exception.
Year/Term	Year/term which must match the year and term the course was taken, associated with COURSE in ETAB
Note	A descriptive text line used to clarify for the student the exception or change that has been made to their DARS audit. The Note field appears on the audit and is visible to the student.

Appendix E

R-Exception Fields

Field	Description
CTL Code	Used to affect the Exception RULE's control code field
Pseudo Name	Pseudo name is a unique name given to each requirement and sub-requirement. It is required to facilitate DARwin matching an action to a specific requirement or sub-requirement.
Requirement Name	Requirement name - like the Dprog name, the requirement name is optional, but the pseudo name for the sub-requirement must truly be unique, but if used must match exactly for action to take place. It is recommended to use the Requirement name as a Best Practice.
Sub-req's/Count	Sets or changes the required number of sub-requirements when the Pseudo Name references a requirement. Sets or changes the required number of courses when the Pseudo Name references a sub-requirement.
Hours	Sets or changes the required hours value
GPA	Sets or changes minimum required GPA
Maximum Hours	Sets or changes the maximum credit hours value
Condition Codes Accept	(AC1, AC2) Any condition code value entered in these fields will append the corresponding condition code encoded for the affected requirement/sub-requirement.
Condition Codes Reject	(RC1, RC2) Any condition code value entered in these fields will replace the corresponding condition code encoded for the referenced requirement/sub-requirement
Assign	Any condition code value will replace the existing value encoded for the referenced requirement/sub-requirement. # sign? -- Ask Judith
Course	The course that is encoded to be an acceptable course for the requirement.
Replacement Course	Replacement course is the course that is swapped into the referenced sub-requirement.

R-Exception Fields, cont.

Note	A descriptive text line used to clarify for the student the exception or change that has been made to their DARS audit. The Note field appears on the audit and is visible to the student.
MAXHRS	Alters the Max Hours set for the referenced sub-requirement.
Req Count	Sets or resets the requirement's Required Count
System Code	Condition codes that are assigned by DARWIN because the requirement has been ended with the Condition Code.
MATCHCTL	Adjusts a course's MATCHCTL field in the referenced sub-requirement's A or R line.
Year Term Range	Adjusts a course's Effective Date in the referenced sub-requirement.

DARS Team Contact List

DARS team members assume responsibility for certain colleges and/or programs. However, in the event the specific contact is out, please feel free to contact anyone on the list.

Judith Bryan, DARS Team Leader

Phone: 4-9897

Email: jbryan@utk.edu

College of Agriculture

College of Architecture

College of Communications

College of Social Work

Misty Anderson, IT Analyst II

Phone: 4-1510

Email: mistyanderson@tennessee.edu

College of Arts and Sciences

College of Education, Health and Human Sciences

College of Nursing

Samantha Powell

IT Technologist II

Phone: 4-1436

Email: powells@utk.edu

College of Engineering

College of Business

NOTES

NOTES
