

## REQUEST for DARS Exception

Students who wish to satisfy a curricular requirement through an alternative pathway that is not permitted according to the approved curriculum for their major may, with the approval of a faculty member in their major, request a DARS Exception.

### Directions

Student must complete parts 1-3 of the application. Return completed request form to 116 Agricultural Hall, or via email to [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu) for review by the academic dean, who may request an additional review by the Scholastic Policies and Actions Committee. Electronic submissions must be sent from your wisc.edu email account, but still require an advisor's signature or other documentation of Departmental Curriculum Committee approval. Unless contacted for further action, students should check their DARS one month after submittal date to verify their request was granted.

### 1 Student Information

<b>Name</b>	<b>Last:</b>	<b>First:</b>	<b>Middle:</b>
<b>Student ID#</b>	-	-	<b>E-mail</b> @wisc.edu
<b>Program/ Plan (major)</b>		<b>Expected Graduation Date</b>	<b>Term:</b> <b>Year:</b>
<b>Student's Signature</b>			

### 2a UW-Madison Course Substitution(s)

<b>UW Course</b> (subject & number)		<b>Substitute for what UW requirement?</b>	
<b>UW Course</b> (subject & number)		<b>Substitute for what UW requirement?</b>	

### 2b Transfer Course Substitution(s)\*

<b>Non-UW Course</b> (subject & number)		<b>How did it transfer on your transcript?</b> (subject & number)		<b>What university, college or major requirement is this course fulfilling?</b>	
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\*Attach separate sheet with an explanation and course syllabus/description.

\*\*An official transcript from the Non-UW-Madison Institution must be submitted to the Office of Admissions ([www.admissions.wisc.edu](http://www.admissions.wisc.edu)) once course work is completed.

### 2c Exception to Final 30 Credit Rule\*

<b>How many of your final 30 credits will NOT be taken at UW-Madison?</b>	
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\*Attach separate sheet with an explanation why these credits will be taken off of the UW-Madison campus.

### 3 Department Approval

For DARS Exceptions relating to coursework, this form should be used for one-time exceptions. Updates to program requirements should be submitted through Lumen.

Advisor's signature below indicates Department Curriculum Committee is aware of or has delegated approval of this exception.

<b>Advisor's Name</b>		<i>This box for department use only, as needed.</i>	
<b>Advisor's Signature</b>		<b>Date</b>	

### 4 College Action

<i>Initial and Date Box Once Completed</i>			<b>Date Received Stamp</b>
<b>Approved by Dean/SPAC</b>		<b>Explanation</b>	<b>BLUE</b>
<b>Denied</b>			