To: All Capstone Coordinators

From: Jocelyn Milner, Associate Provost, Academic Planning and Institutional Research  
Katy Duren, Associate Dean, Division of Continuing Studies

Re: Using DARS as Document of Record for Capstone Certificates

Date: September 1, 2015

As you know, we have been working for the past year to put the curricular requirements for all of the Capstone certificates into the Degree Audit Reporting System (DARS). Some Capstone certificate programs are regular users of DARS, and some are not. This is to notify you that effective Fall Term 2015, DARS will be used as the official document of record for Capstone certificate completion and posting. This means that starting this fall term, the Registrar’s Office will run a DARS report at the end of each grading period for each student enrolled in Capstone certificate program, and use the data from that report to post the Capstone certificates to the records of students who are completers based on DARS. The Registrar’s Office will no longer accept emails or spreadsheets as the process to notify the RO when a student has completed a Capstone certificate. This means that those programs that are not currently using DARS need to start doing so. The good news for the programs is that the Registrar’s Office will be taking a proactive role in posting Capstone certificates, and the efforts associated with sharing spreadsheets can be eliminated. The program coordinators will still need to run queries of enrolled Capstone certificate students and double-check your records of students you expect to be completing certificates against what is showing as complete in DARS.

Next steps:

1. All program coordinators need to have DARS access. If you do not already have DARS access, please go to the DARS general information page to get access [https://registrar.wisc.edu/dars.htm](https://registrar.wisc.edu/dars.htm)

2. While all program requirements have been coded into DARS, a number of programs still need to review and validate the curricular requirements. Connie and Karen Thomas will be contacting you to schedule a meeting to complete the review and validation process.

3. If you feel you need additional DARS training or a refresher on queries, Connie and Karen will be happy to help you at those one-on-one meetings. In addition, we anticipate scheduling an additional DARS training in October.

Thank you for your attention to this matter. While the DARS process takes some time to get set up correctly, it will save both you and the RO time in the long run, particularly for high enrollment certificates. Please let Connie or Karen know if you have any questions on this change of process.
As always, if you plan to change the Capstone certificate curriculum or make other changes, you will need to use the standard governance processes to have those changes approved before the changes are made in DARS.

Copies: Beth Warner, Associate Registrar
        Connie Chapman, Assistant Registrar
        Karen Thompson, Continuing Studies
        Sarah Kuba, Academic Planning and Institutional Research
        Marty Gustafson, Assistant Dean, Graduate School