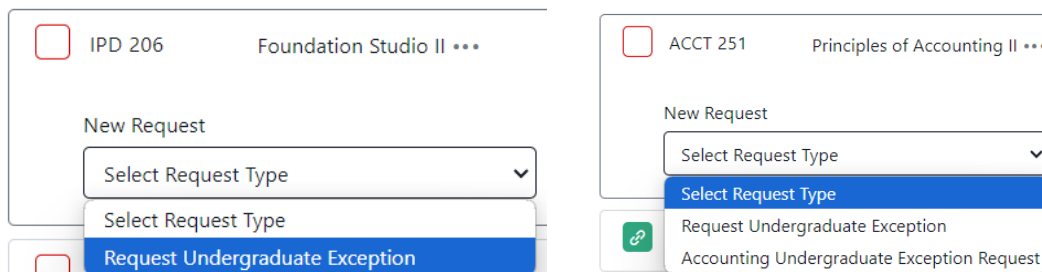


## Undergraduate Exceptions/Substitutions

- Advisors can now request exceptions in Stellar for students they have access to; students are not able to request their own substitutions. Exceptions are then directed to the appropriate department chair before final review by the Office of the University Registrar.
- Complex substitutions should be emailed to the Office of the University Registrar.
- Please note, the General Education requirements (not required by the major) may not be substituted. For questions about the General Education program and requirements, please contact the Director of General Education.
- To initiate an exception/substitution request, navigate to the student's progress tab and locate the course/requirement you would like to substitute.
- Click the 3 horizontal dots next to the title of the course/requirement and click "Request An Exception."



- All students will have the "Undergraduate Exception Request" workflow, and you will select this in most cases.
- **Business Administration Comprehensive students will have a different workflow.** For substitutions in the Business Administration Comprehensive major, you'll need to select the appropriate emphasis workflow. Example: If requesting a substitution for the Business Administration Comprehensive – Accounting program, you would select the "Accounting Undergraduate Exception Request" workflow. If they have a minor or second major that you're making a request for, use the standard "Undergraduate Exception Request" workflow.



- Select the type of exception you're requesting (this will typically be a substitution).

HSCI 140 Introduction to Public Health ...

New Request

Request Undergraduate Exception

Requests will be routed to the appropriate department chair before final approval by the Office of the University Registrar.

Select an exception type

- Select an exception type
- Waive this Requirement
- Substitution**
- Exclude Courses

- If the student has previously completed or is registered for the course you are substituting, search for the course and select it.

HSCI 140 Introduction to Public Health ...

New Request

Request Undergraduate Exception

Requests will be routed to the appropriate department chair before final approval by the Office of the University Registrar.

Substitution

This exception adds a course that can satisfy the requirement. The substituted course will be prioritized, but others could still count.

COURSE

PE

- PE 108 Introduction to Nutrition Fall '23 / 3 credits
- PE 310 Introduction to Human Physiology of Exercise Spring '24 / 3 credits
- PE 355 Food Preparation for Optimal Health Spring '24 / 3 credits

- If the student has not yet completed or registered for the course, click the “course not in the student plan?” option and search for the course in the new search that appears.

COURSE

HSCI

Couldn't match any course in plan

course not in the student plan?

HSCI 140 Introduction to Public Health ...

New Request

Request Undergraduate Exception

Requests will be routed to the appropriate department chair before final approval by the Office of the University Registrar.

Substitution

This exception adds a course that can satisfy the requirement. The substituted course will be prioritized, but others could still count.

COURSE

HSCI 300

HSCI 300 Seminar in Health Sciences  
 HSCI 300H Seminar in Health Sciences  
 No more results

Submit Request

- Add a justification for the request (this will be viewed by the appropriate department chair and Office of the University Registrar and will be displayed to the student) and click “Submit Request.” When asked if you are sure, click yes at the top of the screen.
- Once submitted, you will see on the requirement that an exception has been requested.

HSCI 140 Introduction to Public Health

1 exception requested

- Department chairs will receive an email and notification alerting them that a request is pending.

Notifications Settings

Request • a few seconds ago

**Pending Request Review**

You have a Request undergraduate exception request to review for [REDACTED]

- The department chair can view the exception request by clicking the link in the email, clicking the notification in Stellic, or navigating to the student's 'Requests' tab.

● Pending

**Request Undergraduate Exception** Exception HSCI 140 [View In Progress](#) ● Department Approval ▾

✔ **Initiate Request**  
[REDACTED]  
 Substitution: Exception requested to count PE 310 for this requirement  
 Justification: Test justification  
 June 11 2024, 12:17 PM

○ **Department Approval**  
 Health Sciences Dept Chair Start

○ Office of the University Registrar  
 Registrar's Office Substitutions

○ Approval or denial

- The chair can then approve or deny the request. If denying the request, a justification is required.

PART 1 OF 2

## Department Approval

You are responsible for completing this step

Request details

[REDACTED]

If denying the request, please include a justification. (optional)

Denial justification

This message will be visible to all assigned approvers and the student

Deny Request

Approve Request

- After the department chair approves, the request will be submitted to the Office of the University Registrar for final approval. Once the request is fully approved, it will display on the student's progress tab with the updated exception.

🔗 **MGT 450** Population Health Management: ... 3 CREDITS REGISTERED FOR FALL REGULAR ACADEMIC SESSION '24  
HSCI 140  
Introduction to Public Health  
1 exception

## Non-Course Exceptions

- For non-course exceptions such as substitutions to program/requirement GPA (if the required major GPA is above 2.0), minimum grade requirements, maximum number of courses allowed, etc. you will need to find the constraint where this requirement is listed. For example, Criminal Justice, BS has a minimum C- grade requirement under the major requirements (altering this would change the grade requirement for *all* courses in the program).

47 Criminal Justice BS Major Requirements 5 constraints GPA 3.665

Request An Exception

- Fulfill all of the following requirements
- Courses with CR Grade may not count. The following courses are eligible for this requirement:
  - CJUS 103
  - CJUS 475
- Courses graded under the following grading options will not impact this limit:
  - Advanced Credit; Advanced Placement; Credit by Department Test-out; Credit by Exam or CLEP; Transfer
- Minimum grade of C-
- Compute GPA for this requirement
- Must maintain requirement GPA of at least 2

Prioritize Eligible Courses

- When requesting an exception on a requirement instead of a course, there are a few additional options. For this example, we will select Waive or Modify Requirement Constraint.

47 Criminal Justice BS Major Requirements 5 constraints

New Request

Request Undergraduate Exception

Requests will be routed to the appropriate department chair before final review.

Select an exception type

- Select an exception type
- Waive this Requirement
- Substitution
- Waive or Modify Requirement Constraint
- Exclude Courses
- Move Excess credits

- If you wanted to change the C- grade requirement for all classes in this section, you could modify it to a different grade or waive it so any passing grade would satisfy the requirements.
  - Note: To allow only one specific class to not meet the grade requirement, request that the class be a substitution for itself

47

### Criminal Justice BS Major Requirements

5 constraints

GPA 3.665

#### New Request

Request Undergraduate Exception

Requests will be routed to the appropriate department chair before final approval by the Office of the University Registrar.

Waive or Modify Requirement Constr

This exception allows you to change the constraints for the category. You can change a primary constraint, or change or remove a secondary constraint.

- Fulfill all of the following requirements [modify](#)
- Courses with CR Grade may not count. The following courses will not impact this limit:

- [CJUS 103](#) [CJUS 475](#)

Courses graded under the following grading options will not impact this limit:

- Advanced Credit; Advanced Placement; Credit by Department Test-out; Credit by Exam or CLEP; Transfer [modify](#) [waive](#)
- Minimum grade of C- [modify](#) [waive](#)
- Calculate GPA for this requirement [modify](#) [waive](#)
- Must maintain requirement GPA of at least 2 [modify](#) [waive](#)

#### JUSTIFICATION

Submit Request ×

## Types of exceptions

**Waive this Requirement** will change the audit so that the student does not have to satisfy the requirement at all. If there are sub-categories in that category, they will also be waived.

Tip: If you waive the requirement, no specific course will show in the audit under this requirement. If the audit also has a unit total constraint, you may want to modify that constraint, since no units are counted under a waived requirement.

If you waive a course at the course level, it will waive the course and/or requirement that could use the course in any instance in the student's audit. We strongly recommend avoiding waiving individual courses unless you are certain there are no other instances where the course can be used anywhere else in the student's audit.

**Substitution** allows for a different course to satisfy the requirement. This option will basically add a course that could count for the requirement to the list of eligible courses (for this student only). If a department chair wants to make a substitution for all students in a particular program, they should contact the Office of the University Registrar to discuss “blanket memos.”

**Waive or Modify Requirement Constraint** allows you to change the constraints for the category. (Not available at the course level.) You can change a primary constraint or change or remove a secondary constraint.

**Exclude Courses** allows you to select courses that cannot count for the requirement. This means that even if the courses would typically count toward the requirement's constraints, the course will no longer be allowed to fulfill the requirement.

**Move Excess Credits** allows you to move a part of a course to another requirement. (Not available at the course level.) In other words, you can split the course into multiple pieces so that it can count for more than one requirement at a time. This is a complicated and rare exception, so please contact the Office of the University Registrar directly instead of requesting it through Stellic.