

GO PERS!

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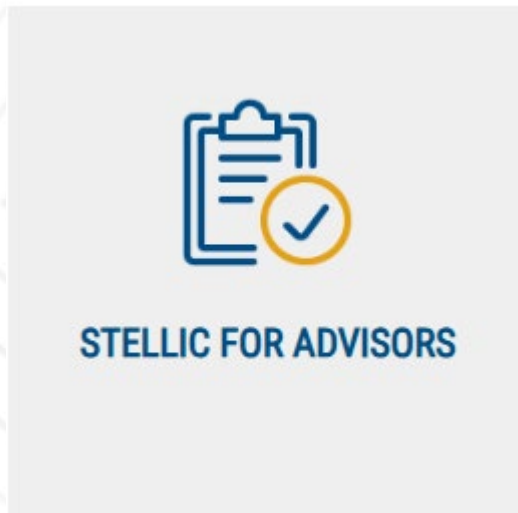
Stellic Undergraduate Exceptions & Substitutions

UNK New Advisor Training | Updated May 2026

POWER *of the* **HERD** 

Stellic For Advisors

- Information & step by step guides to all things Stellic <https://go.unk.edu/a5km>
- Stellic allows advisors to:
 - Create a student plan to map out student success
 - Guide advisees' creation of course and activity schedules
 - Visualize how program and degree requirements for students fit together
 - Communicate and collaborate with your advisees



Stellic Exceptions & Substitutions

Exceptions allow Stellic administrators (advisors, department chairs, registrar staff) to make requests and approvals that can modify student audit requirements for individual circumstances.

Topics covered: Types of Exceptions, Exception Request Process, Non-Course Exceptions, Exceptions for General Education Courses, Tips & Special Circumstances, Course Overlap/Duplication Rules.

This content is also found in the [Stellic Advisor Resources](#) pages.



Types of Exceptions

Substitutions allow for a different course to satisfy a requirement. This option will add a course that could count for the requirement to the list of eligible courses (for this student only).

Course substitutions are commonly used to resolve course duplication issues. 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.”



Types of Exceptions

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.



Types of Exceptions

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.

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.



Exception Request Process

Advisors can now request exceptions in Stellic for students they have access to. Exceptions are directed to the appropriate department chair before final review by the Office of the University Registrar. Students cannot request their own substitutions.

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](#).

When to submit an exception? Exception requests should not be made until a student has officially declared their program in MyBlue.



Exception Request Process

To initiate an exception/substitution request: Navigate to the student's progress tab (degree audit) 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."



A screenshot of a course list interface. The first row shows a checkbox, the course code 'HSCI 140', the title 'Introduction to Public Health', and three horizontal dots. The second row shows a checked checkbox, the title 'Statistics Options', and a sub-label 'at least 1 course'. A yellow box highlights the 'Request An Exception' button located to the right of the 'Statistics Options' row.

All students will have the "Undergraduate Exception Request" workflow, and you will select this in most cases.



A screenshot of a dropdown menu. The top row shows a checkbox, the course code 'BIOL 231', the title 'Research Methods I', and three horizontal dots. Below this is a 'New Request' section with a dropdown menu labeled 'Select Request Type'. The dropdown menu is open, showing 'Select Request Type' and 'Undergraduate Exception Request' as options. The 'Undergraduate Exception Request' option is highlighted in blue.



Exception Request Process

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

HSCI 140 Introduction to Public Health ...

New Request

Undergraduate Exception Request ▼

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**
- Manually Pick Courses
- Exclude Courses



Exception Request Process

If the student has previously completed or is registered for the course you are substituting, search for the course in the "Course to substitute" text field and select it.

HSCI 140 Introduction to Public Health ...

New Request

Undergraduate Exception Request

Requests will be routed to the appropriate department

Substitution

This exception adds a course that can satisfy the requirement

Course to substitute

Hea|

PHIL 125 A
Introduction to Ethics and Health Care
Fall '25 / 3 credits

Note: 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 to substitute

HSCI 340|

Couldn't match any course in plan

course not in the student plan?



Exception Request Process

Next, 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.

Justification

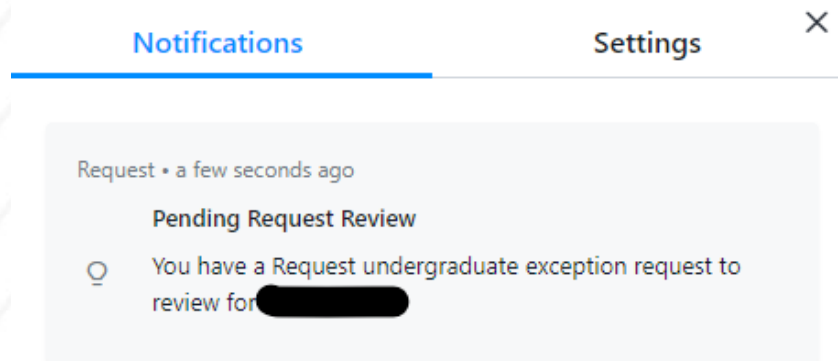
Once submitted, you will see on the requirement that an exception has been requested. If you would like to review the exception request, you can click on the red button, or on the student's profile, click on the Requests tab. The requests tab, will display the current status of the approval through the workflow.

HSCI 140 Introduction to Public Health

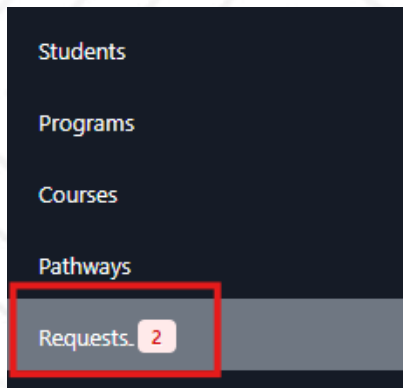


Exception Request Process

Next, the Department chair will receive an email and notification within Stellic alerting them that a request is pending. Notifications will be emailed to the chair in addition to being displayed in their navigation menu and notification icon.



The screenshot shows a notification panel with two tabs: "Notifications" (selected) and "Settings". A notification card is displayed with the text: "Request • a few seconds ago", "Pending Request Review", and "You have a Request undergraduate exception request to review for [redacted]".



The screenshot shows a dark navigation menu with the following items: "Students", "Programs", "Courses", "Pathways", and "Requests. 2". The "Requests. 2" item is highlighted with a red rectangular box.

Pending Request to Review

You have a Undergraduate Exception Request request to review for [Click here to review.](#)



Exception Request Process

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

The screenshot displays the Stellic system interface for viewing exception requests. The top navigation bar includes tabs for Progress, Plans, Courses, Notes, and Requests (highlighted in yellow). The left sidebar contains a menu with options: Students, Programs, Courses, Pathways, Requests (highlighted with a red box), Staff, Analytics, and QUICK LINKS (Advisors, Students, FAQ, Contact Us, Change Log). The main content area shows a search bar for students, filter buttons for Status, Workflow, and Type, and a list of two requests. The 'Needs My Review' button in the request list is highlighted with a red box.

Request Type	Status	Updated
<input type="checkbox"/> 2 Requests		
<input type="checkbox"/> Undergraduate Exception Request	● Status: Department Approval	Updated 2 months ago
<input type="checkbox"/> Accounting Undergraduate Exception Request	● Status: Office Of The University Registrar	Updated 4 months ago



Exception Request Process

Exception Request workflow. Here you can see the current status of the request.

● Pending

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

✓ Initiate Request

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



Exception Request Process

Here 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

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

Denial justification

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

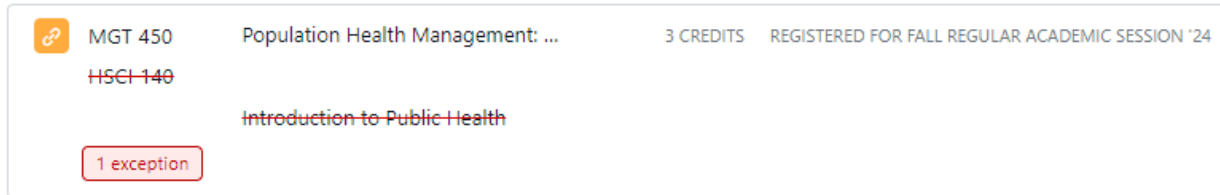
Deny Request

Approve Request



Exception Request Process

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.



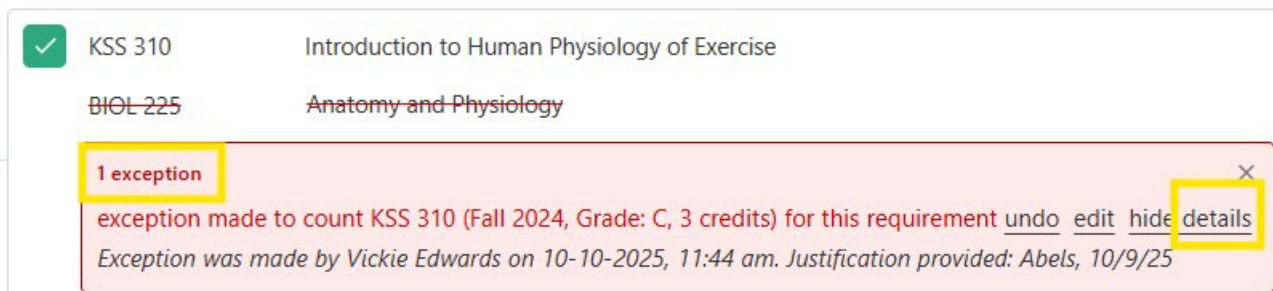
MGT 450 Population Health Management: ... 3 CREDITS REGISTERED FOR FALL REGULAR ACADEMIC SESSION '24

HSCI-140

Introduction to Public Health

1 exception

To review exception justifications, click on the red exception button and click the details link.



✓ KSS 310 Introduction to Human Physiology of Exercise

BIOL-225 Anatomy and Physiology

1 exception

exception made to count KSS 310 (Fall 2024, Grade: C, 3 credits) for this requirement [undo](#) [edit](#) [hide](#) [details](#)

Exception was made by Vickie Edwards on 10-10-2025, 11:44 am. Justification provided: Abels, 10/9/25



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).

29 1 Criminal Justice BS Major Requirements > 3+ Constraints Q ... GPA 4.000

- Fulfill all of the following requirements
- **Minimum grade of C-**
- Compute GPA for this requirement

Hidden Constraints (1) ▾

- 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

Request An Exception
Prioritize Eligible Courses



Non-Course Exceptions

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.

The screenshot shows a web application interface for requesting a non-course exception. At the top, there is a header for "Criminal Justice BS Major Requirements" with a notification icon (29) and a "3+ Constraints" button. Below this, a "New Request" dropdown menu is open, showing "Undergraduate Exception Request" selected. A message states: "Requests will be routed to the appropriate department chair before final approval by the Office of the University Registrar." Below the message, another dropdown menu is open, showing "Select an exception type" selected. The dropdown menu lists the following options: "Waive this Requirement", "Substitution", "Manually Pick Courses", "Waive or Modify Requirement Constraint", "Exclude Courses", and "Move Excess credits". The "Waive or Modify Requirement Constraint" option is highlighted. At the bottom of the interface, there are buttons for "Additional Check" and "GPA 4.000", and a "13 credits" button.



Non-Course Exceptions

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.

29 P 1 Criminal Justice BS Major Requirements 3+ Constraints GPA 4.000

New Request
Undergraduate Exception Request

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

Waive or Modify Requirement Constrai

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
- Minimum grade of C- [modify](#) [waive](#)
- Calculate GPA for this requirement [modify](#) [waive](#)

Justification
Enter justification

Submit Request Cancel

Note: To allow only one specific class to not meet the grade requirement, see above.



Exceptions for General Education Courses

When requesting an exception to a general education course required by the major, the student must have already completed that LOPER requirement (or the course being requested must meet that LOPER requirement) for the exception to be approved.

Example: The student's major requires BIOL 103 for LOPER 8. An exception is submitted for an elective transfer course to fulfill BIOL 103, but the student has not completed a LOPER 8-qualifying course. The exception would be denied and should be resubmitted once the student has completed LOPER 8.

Example: The student's major requires ART 100 for LOPER 5. An exception is submitted for ART 375 to fulfill this requirement. ART 375 also fulfills LOPER 5, so this exception would be approved.

Example: The student's major requires PSY 203 for LOPER 7. An exception is submitted for PSY 231 to meet this requirement. PSY 231 does not satisfy LOPER 7, but the student has already completed SOC 100 which does. The exception would be approved.

Exception requests for general education courses *not* required by the major (including LOPER 1) should be emailed to the [General Education Director](#).




Tips & Special Circumstances

Course Duplications: If you are requesting a course substitution because of a duplication issue, to identify available courses that could be applied as a substitute, navigate to the 120 Overall Hours Required section under the student's Progress tab (degree audit). Click on the heading to see all of the courses taken and in progress.

Any courses that do not have the double check mark icon  in the course heading could be potentially applied as a course substitute upon department chair approval.

Tip: Hovering over that icon will also allow you to see what requirements that course is being applied to.

	PSY 231 Abnormal Behavior and Society	 3 CREDITS
TAKEN IN FALL FALL REGULAR ACADEMIC SESSION '24 C		

Double counted for programs: Undergraduate Graduation Requirements, Minor in Psychology and Minor in Behavioral and Mental Health



Tips & Special Circumstances

Minimum Grade Requirements: Some programs require courses to be passed with a certain grade (e.g. grade of C or higher). To request an exception for a lower than minimum grade to count, request the class be substituted for itself, click Advanced, check “Override grade based constraints,” and choose “Allow lower than minimum grade” from the dropdown menu.

PSY 203 General Psychology ...

Update an Exception

Substitution

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

Course to substitute

PSY 203 (Spring 2025, Grade: D, 3 Credits) x

Advanced

- Override course eligibility and secondary constraint limits
- Override grade based constraints
 - add condition (required)
 - Allow non-letter grades
 - Allow lower than minimum grade
 - Allow excluded grade options

Justification

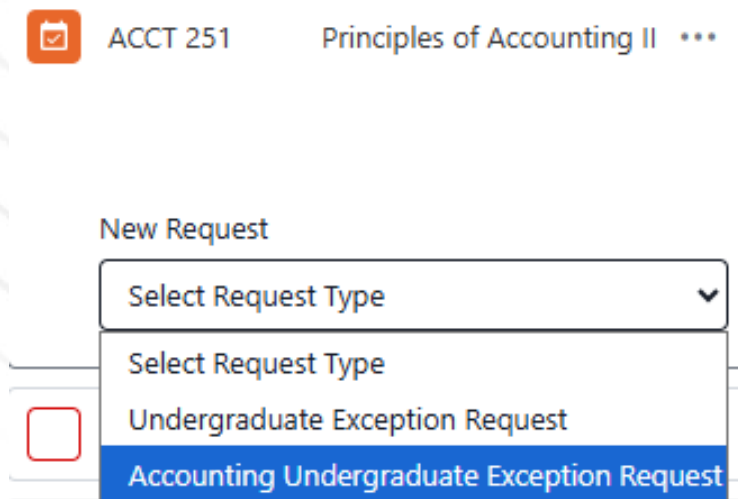
Enter



Tips & Special Circumstances

Business Administration Comprehensive Students will have a different exception request process. For substitutions in the Business Administration Comprehensive major, you'll need to select the appropriate emphasis workflow.

For 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.



ACCT 251 Principles of Accounting II ...

New Request

Select Request Type ▼

Select Request Type

Undergraduate Exception Request

Accounting Undergraduate Exception Request




Tips & Special Circumstances

Denied Exception Requests: If requests for exceptions are denied, either from the department chair or the University Registrar, to view the justification navigate to the requests tab in the student's profile. In the requests, prior approved exceptions will be listed as well as denials. Click on the "show more" link to view the justification for the denied exception. The decision is timestamped as well as the person submitted the decision is provided.

● Decision Made


Undergraduate Exception Request Exception LOPER 7 - Social Science [View In Progress](#)

● Denied >

 Office of the University Registrar
Vickie Edwards (Registrar's Office (Substitutions))

[show more](#)


March 13 2026, 1:34 PM

 Office of the University Registrar
Vickie Edwards (Registrar's Office (Substitutions))

If denying the request, please include a justification. This course should have come in as ECON 270. Mallory is going to fix it so that it automatically applies so I will deny the sub.

[show less](#)

March 13 2026, 1:34 PM

 Approval or denial

March 13 2026, 1:34 PM

Questions?

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