

# Stellic Undergraduate Exceptions/Substitutions

Updated May 2026

## 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.”

**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.

**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 are not able to 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

## To initiate an exception/substitution request

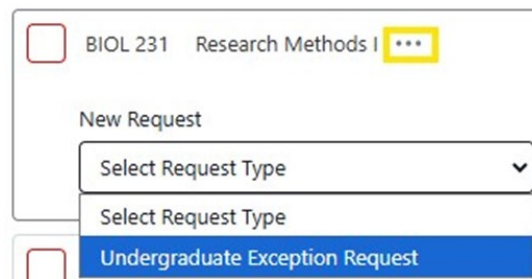
Navigate to the student's progress tab and locate the course/requirement you would like to substitute.

- Click the 3 horizontal dots next to the title of the course/requirement and click "Request An Exception."



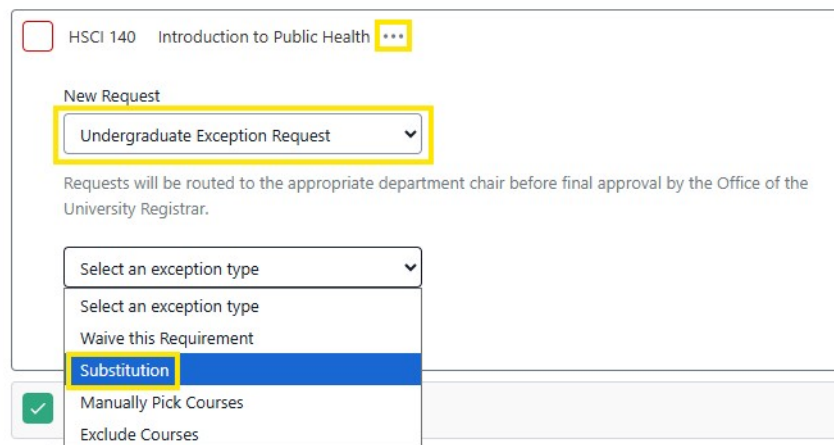
A screenshot of a course card for HSCI 140 Introduction to Public Health. The course title is followed by three horizontal dots. Below the course title, there is a green checkmark icon and the text "Statistics Options" followed by a button that says "at least 1 course". A yellow box highlights the three dots, and another yellow box highlights a button labeled "Request An Exception" that appears when the dots are clicked.

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



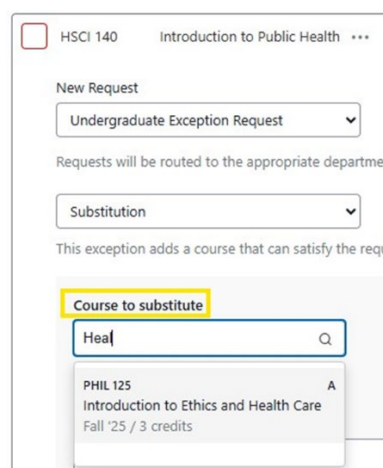
A screenshot of the "New Request" dropdown menu. The dropdown is open, showing "Select Request Type" at the top. Below it, "Undergraduate Exception Request" is selected and highlighted in blue. Other options are partially visible but not fully shown.

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



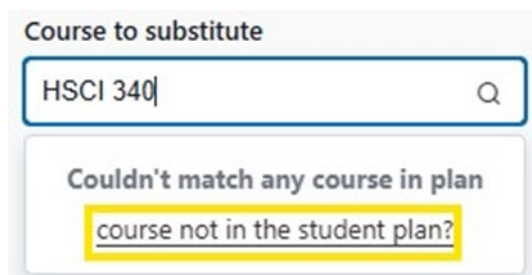
A screenshot of the exception request form. The "New Request" dropdown is set to "Undergraduate Exception Request". Below this, there is a text box stating: "Requests will be routed to the appropriate department chair before final approval by the Office of the University Registrar." Underneath, there is a dropdown menu labeled "Select an exception type" with "Substitution" selected and highlighted in blue. Other options include "Waive this Requirement", "Manually Pick Courses", and "Exclude Courses".

- 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.

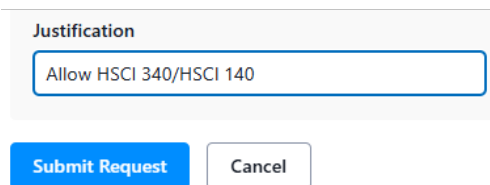


A screenshot of the "Course to substitute" search field. The search field contains the text "Hea". Below the search field, a dropdown menu is open, showing a search result for "PHIL 125 Introduction to Ethics and Health Care" with the details "Fall '25 / 3 credits". The search result is highlighted in blue.

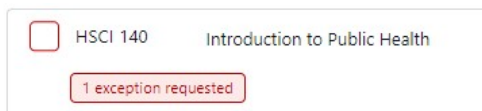
**Note:** If the student has not yet completed or registered for the course, click the “course not in the student plan?” option and search for the course in the new search that appears.



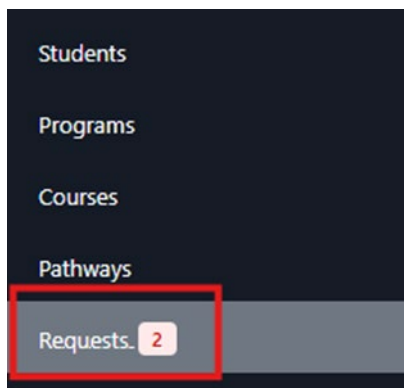
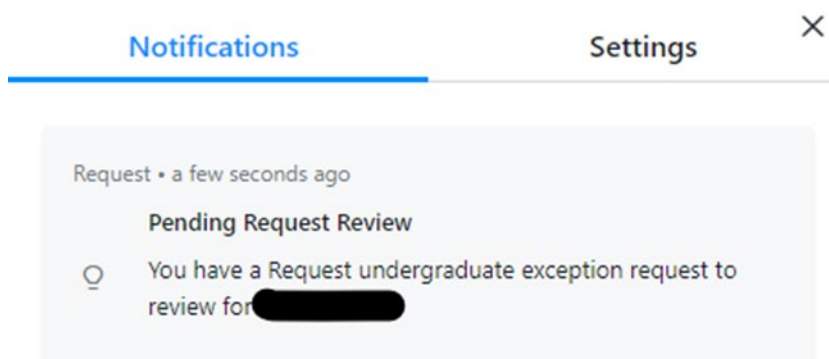
- Next, add a justification for the request (this will be viewed by the appropriate department chair and Office of the University Registrar and will be displayed to the student) and click “Submit Request.” When asked if you are sure, click yes at the top of the screen.



- 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.



- 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.



## Pending Request to Review

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

- 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 shows the Stellic interface with the 'Requests' tab selected in the navigation menu. The main content area displays a list of requests. The 'Requests' tab is highlighted in yellow. The 'Needs My Review' button is highlighted in red. The list shows two requests: 'Undergraduate Exception Request' for Daniel Paisley and 'Accounting Undergraduate Exception Request' for Jesus Vazquez.

Request Type	Student Name	Status	Updated
<input type="checkbox"/> Undergraduate Exception Request	Daniel Paisley	Status: Department Approval	Updated 2 months ago
<input type="checkbox"/> Accounting Undergraduate Exception Request	Jesus Vazquez	Status: Office Of The University Registrar	Updated 4 months ago

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

### ● Pending

The screenshot shows the request workflow for 'Request Undergraduate Exception'. The current status is 'Department Approval' (indicated by a red dot). The workflow steps are:

- Initiate Request (Completed, green checkmark)
- Substitution: Exception requested to count PE 310 for this requirement
- Justification: Test justification
- Date: June 11 2024, 12:17 PM
- Department Approval: Health Sciences Dept Chair (Current status, red dot)
- Office of the University Registrar: Registrar's Office Substitutions
- Approval or denial

A 'Start' button is visible next to the 'Department Approval' step.

- 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

[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

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

✓

KSS 310      Introduction to Human Physiology of Exercise

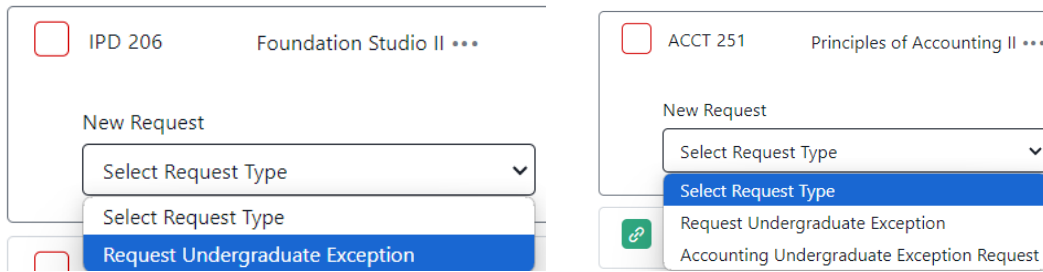
BIOL 225      Anatomy and Physiology

1 exception
✕

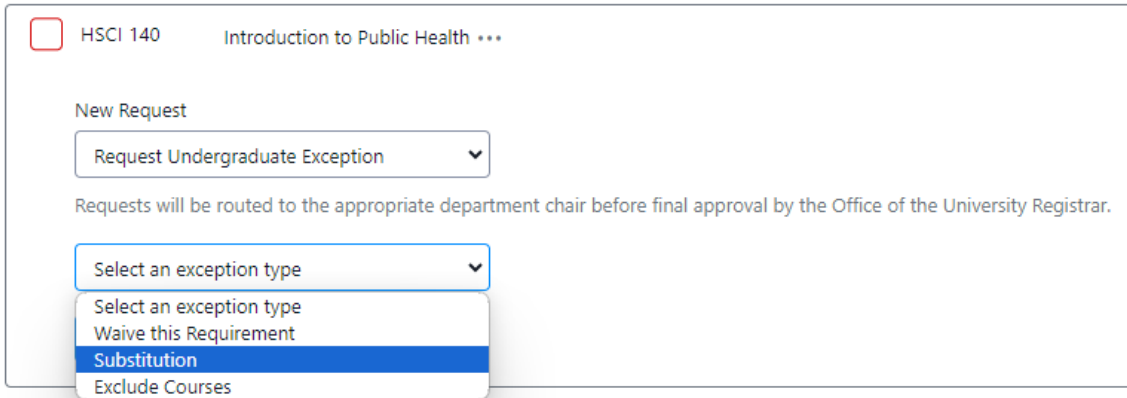
exception made to count KSS 310 (Fall 2024, Grade: C, 3 credits) for this requirement [undo](#) [edit](#) [hide](#) [details](#)

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

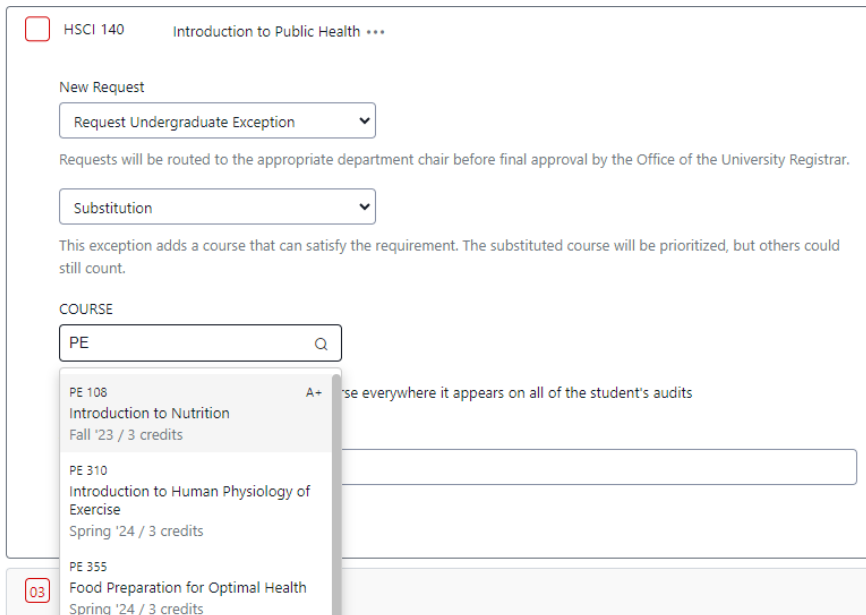
- \*Business Administration Comprehensive students will have a different workflow.** For substitutions in the Business Administration Comprehensive major, you’ll need to select the appropriate emphasis workflow. Example: If requesting a substitution for the Business Administration Comprehensive – Accounting 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).



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



- 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.

Hi Olivia,

## Pending Request to Review

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

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 X

Request • a few seconds ago

**Pending Request Review**

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

Stellic

Hi Olivia,

**Pending Request to Review**

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

- 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.

Students Programs Courses Pathways **Requests 2** Staff Analytics

QUICK LINKS Advisors Students FAQ Contact Us Change Log

Requests 2 Workflows 24

Keywords  Filters Status Workflow Type

Student Filters >

No Selected Filters

Initiate Request

2 Requests Actions All Requests **Needs My Review**

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

**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.

# 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).

The screenshot shows the 'Criminal Justice BS Major Requirements' page. At the top, there are navigation elements: '29', '1', 'Criminal Justice BS Major Requirements', '3+ Constraints', a search icon, and a 'GPA 4.000' filter. The main content area lists requirements: 'Fulfill all of the following requirements', 'Minimum grade of C-' (highlighted in yellow), and 'Compute GPA for this requirement'. Below this is a section for 'Hidden Constraints (1)' which includes 'Courses with CR grade may not count. The following courses will not impact this limit:' with sub-items 'CJUS 103' and 'CJUS 475'. A further note states 'Courses graded under the following grading options will not impact this limit:' with sub-items 'Advanced Credit; Advanced Placement; Credit by Department Test-out; Credit by Exam or CLEP; Transfer'. A dropdown menu is open over the 'Minimum grade of C-' requirement, showing two options: 'Request An Exception' (highlighted in yellow) and '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.

The screenshot shows the 'Criminal Justice BS Major Requirements' page with the 'New Request' dropdown menu open. The dropdown menu is titled 'Undergraduate Exception Request' and contains the following options: 'Select an exception type' (highlighted in blue), 'Waive this Requirement', 'Substitution', 'Manually Pick Courses', 'Waive or Modify Requirement Constraint', 'Exclude Courses', and 'Move Excess credits'. The page also shows a 'GPA 4.000' filter and a '13 credits' filter.

- 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, see above.

29 
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

[modify](#) [waive](#)

- Minimum grade of C- [modify](#) [waive](#)

- Calculate GPA for this requirement [modify](#) [waive](#)

**Justification**


Enter justification

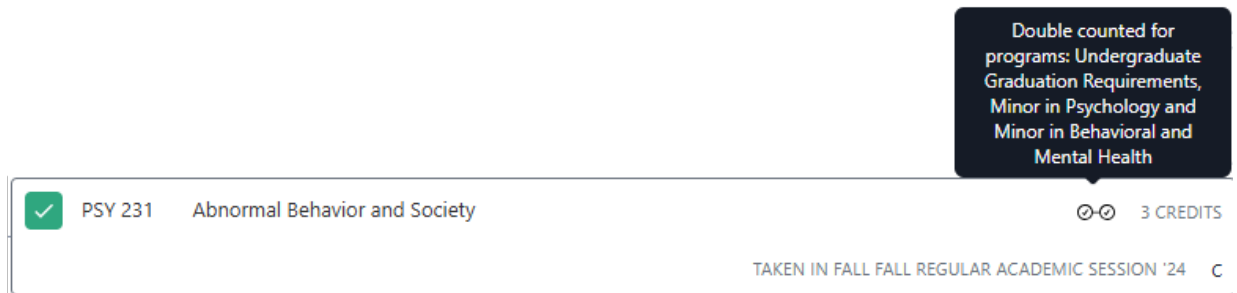
Submit Request
Cancel

## 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 vcourse is being applied to.

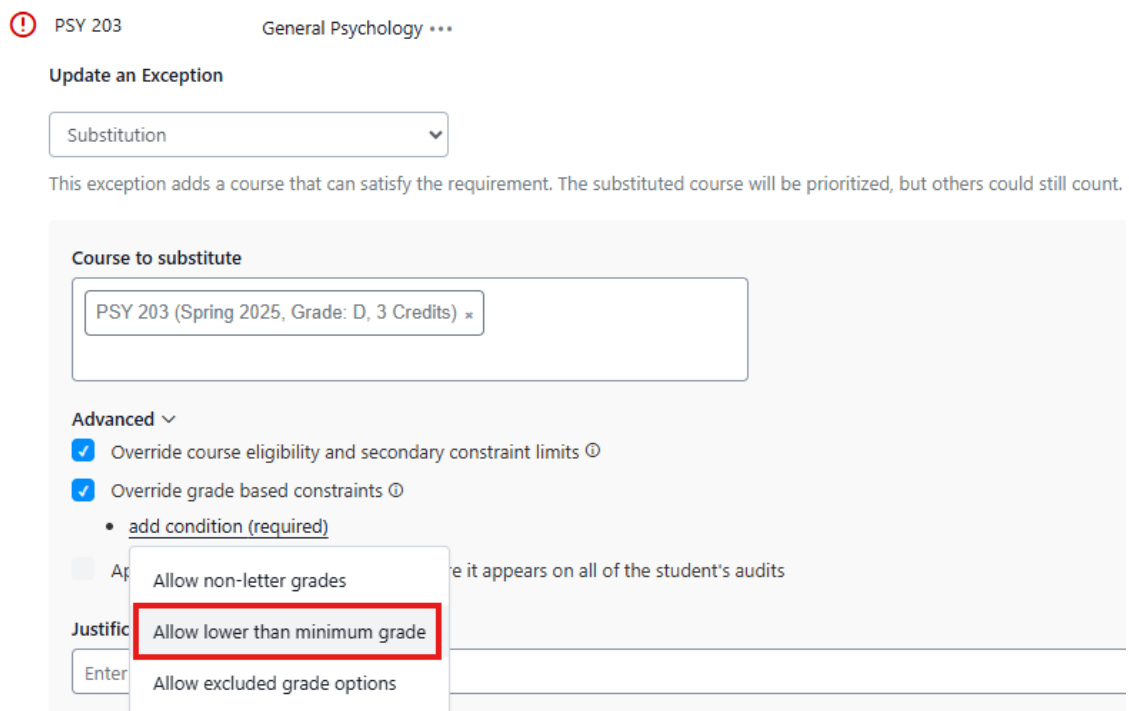


Double counted for programs: Undergraduate Graduation Requirements, Minor in Psychology and Minor in Behavioral and Mental Health

✓ PSY 231 Abnormal Behavior and Society 3 CREDITS

TAKEN IN FALL FALL REGULAR ACADEMIC SESSION '24 C

- **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

- **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

- 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? Contact

Training/General Stellic Inquires: Matt Jones [jonesm29@unk.edu](mailto:jonesm29@unk.edu) 308-865-8983

Graduating Students: Sammie Vizcaino [vizcainos@unk.edu](mailto:vizcainos@unk.edu) 308-865-8444

All Other Students: Vickie Edwards [edwardsvs@unk.edu](mailto:edwardsvs@unk.edu) 308-865-8449