

# Stellic Undergraduate Exceptions/Substitutions

Updated June 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

Requests for 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

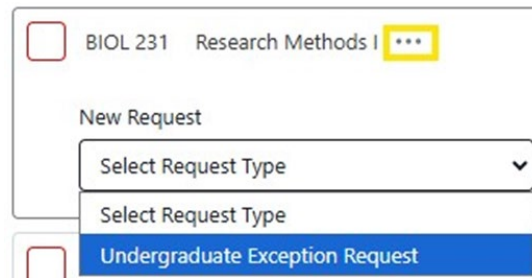
## To initiate an exception/substitution request

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

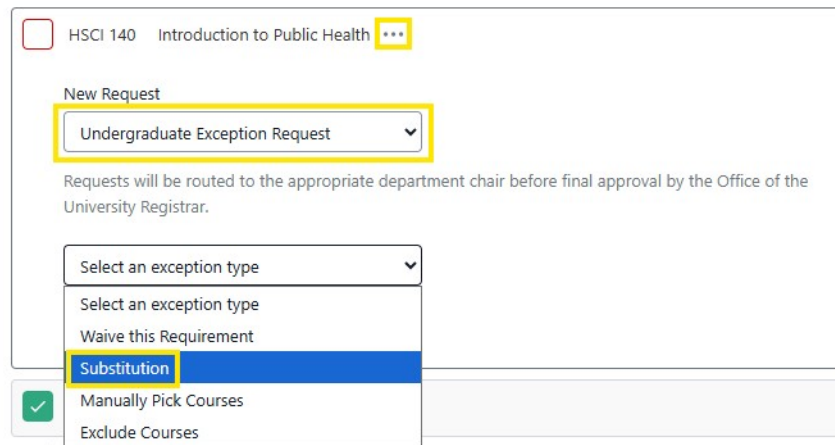
- Click the 3 horizontal dots next to the title of the course/requirement and click "Request An Exception."



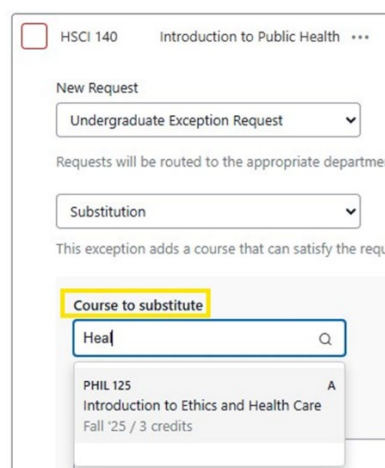
- All students will have the "Undergraduate Exception Request" workflow, and you will select this in most cases.



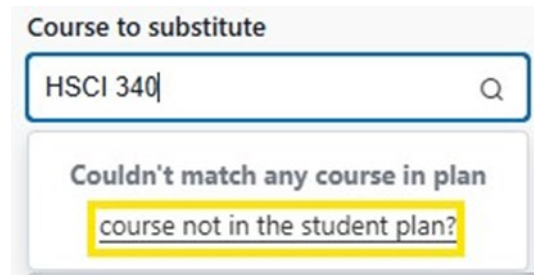
- Select the type of exception you're requesting (this will typically be a substitution).



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



**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.



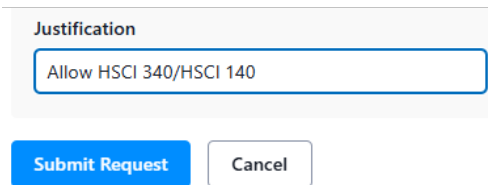
Course to substitute

HSCI 340

Couldn't match any course in plan

course not in the student plan?

- 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.

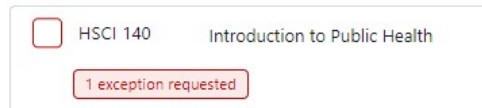


Justification

Allow HSCI 340/HSCI 140

Submit Request Cancel

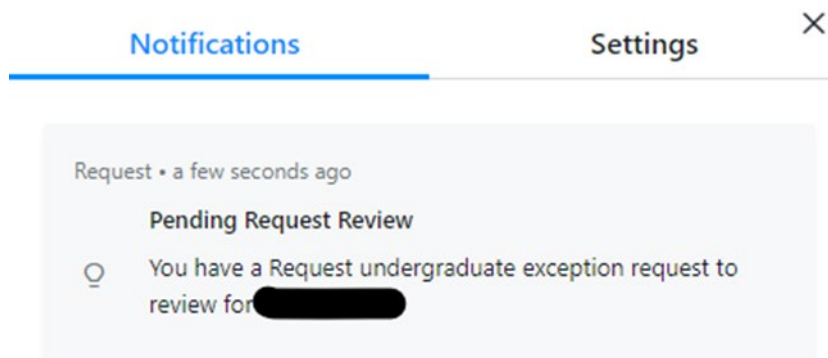
- Once submitted, there will be a res status box on the requirement that an exception has been requested. If you would like to review the exception request, you can click on the red button, or on the student's profile, click on the Requests tab. The requests tab will display the current status of the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



HSCI 140 Introduction to Public Health

1 exception requested

- 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.

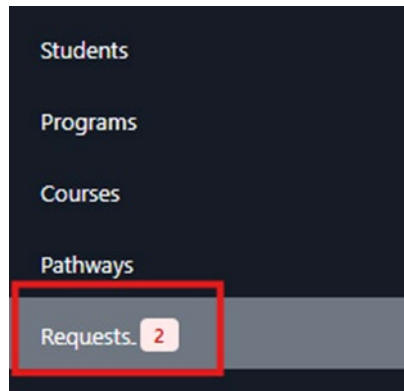


Notifications Settings

Request • a few seconds ago

**Pending Request Review**

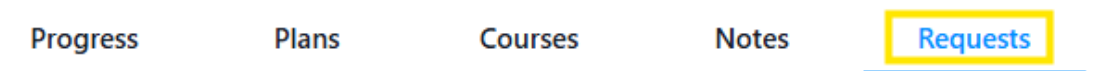
You have a Request undergraduate exception request to review for [redacted]



## 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.

A screenshot of a web application interface for managing requests. On the left is a dark sidebar with a menu including 'Requests' (highlighted with a red box and a '2' badge). The main content area has a top navigation bar with 'Requests' (2) and 'Workflows' (24) tabs. Below this is a search bar labeled 'Keywords' and filter buttons for 'Status', 'Workflow', and 'Type'. A table lists two requests:

No Selected Filters			
<a href="#">Initiate Request</a>			
<input type="checkbox"/>	<b>2 Requests</b>	<a href="#">Actions</a>	<a href="#">All Requests</a> <a href="#">Needs My Review</a> <span>☰</span>
<input type="checkbox"/>	<b>Undergraduate Exception Request</b>	Daniel Paisley	Status: Department Approval Updated 2 months ago
<input type="checkbox"/>	<b>Accounting Undergraduate Exception Request</b>	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

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

- 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
X

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.

IPD 206 Foundation Studio II ...

New Request

Select Request Type ▼

Select Request Type

**Request Undergraduate Exception**

ACCT 251 Principles of Accounting II ...

New Request

Select Request Type ▼

**Select Request Type**

Request Undergraduate Exception

Accounting Undergraduate Exception Request

# 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: a red box with '29', a red box with '1', the title 'Criminal Justice BS Major Requirements', a '3+ Constraints' button, a search icon, and a 'GPA 4.000' button. Below the title, there is a list of requirements: 'Fulfill all of the following requirements', 'Minimum grade of C-' (highlighted with a yellow box), and 'Compute GPA for this requirement'. Underneath, there 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'. Below that, it says '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 yellow box highlights the 'Request An Exception' button, and another yellow box highlights the 'Prioritize Eligible Courses' button.

- 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 'New Request' form for 'Undergraduate Exception Request'. The form has a dropdown menu for 'New Request' with 'Undergraduate Exception Request' selected. Below this, there is a note: 'Requests will be routed to the appropriate department chair before final approval by the Office of the University Registrar.' A dropdown menu for 'Select an exception type' is open, showing options: 'Select an exception type', '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 form, there are buttons for 'Additional Check', 'GPA 4.000', and '13 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, see above.

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

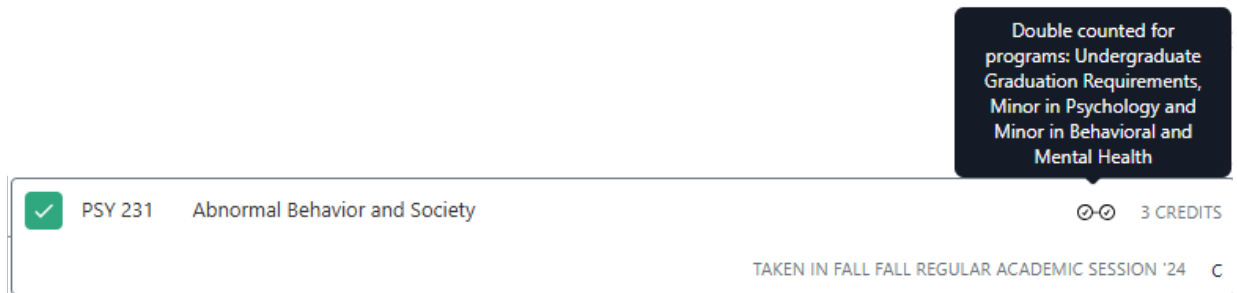
Cancel

## 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.

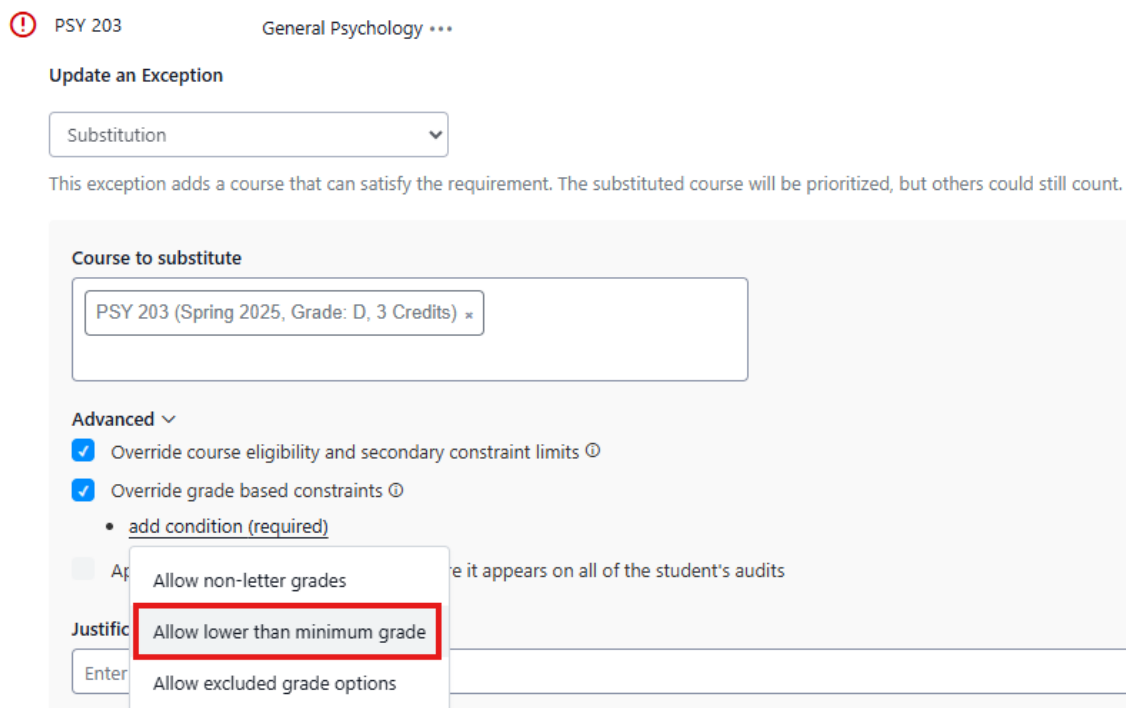


Double counted for programs: Undergraduate Graduation Requirements, Minor in Psychology and Minor in Behavioral and Mental Health

✓ 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

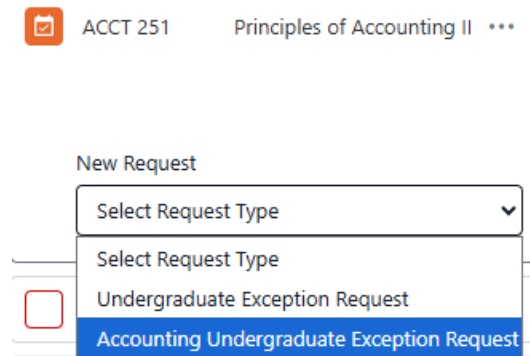
- add condition (required)

Allow non-letter grades

Allow lower than minimum grade

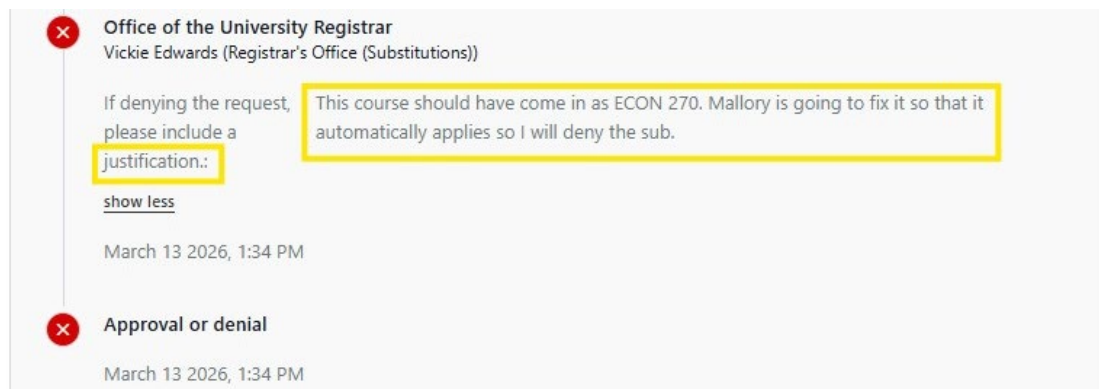
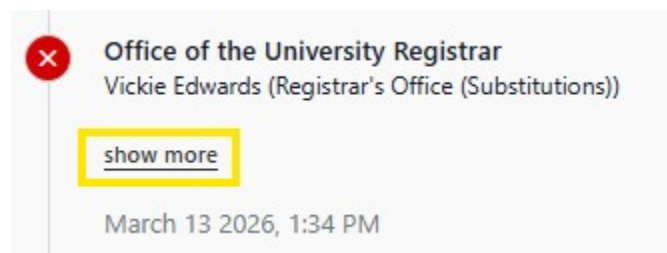
Allow excluded grade options

- **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.



- **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**



- Exception Insights:** To review the data of previously completed exceptions for a program, this can be done by searching a program and selecting a specific catalog year, in the audit tab then click on the "Exception Insights" link. A dropdown table will appear that includes the requirement name, exception type, number of approved, and additional details. This data can be helpful for departments seeking historical trends on exceptions.

COMPREHENSIVE MAJOR

## BS in Business Administration Comprehensive

Business Administration  
Business and Technology  
BS  
Undergraduate

About   Audits   Pathway

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Audit version CY2025 (Published)

CY2025   PUBLISHED   VISIBILITY: PUBLIC

Last published on April, 1, 2026 by Olivia Whittaker

[try on a student](#) • [archive version](#)

Applies To [159 students](#)

ENTRY YEAR  
2025 - 2024

Exception Insights ▾

Requirement Name	Type	Approved	Additional Details	
BSAD 175	Substitution	9	BSAD 115 (33%), ELEC 200 (26%), FIN 160 (11%)	
BSAD 175	Waived Requirement	4	-	
ACCT 311	Substitution	2	ELEC 200 (50%), ELEC 300 (50%)	
SCM 350	Substitution	1	MGT 314 (100%)	
ACCT 251	Substitution	1	ELEC 200 (100%)	

- Requests Search Filter:** Search for students with active or completed exception requests.

### Requests Filter

- Eligible for Workflow, Type in Undergraduate Exception Requests
  - CBT has additional emphasis specific exception requests available
  - Then select one of the four workflow options to review exception status of students

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