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# Stellic Undergraduate Exceptions & Substitutions

Updated May 2026

**POWER** *of the* **HERD** 

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# Stellic Exceptions & Substitutions

Exceptions allow Stellic users such as 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

**Course Substitution** 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 Workflow

Requests for exceptions are made in Stellic. 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.



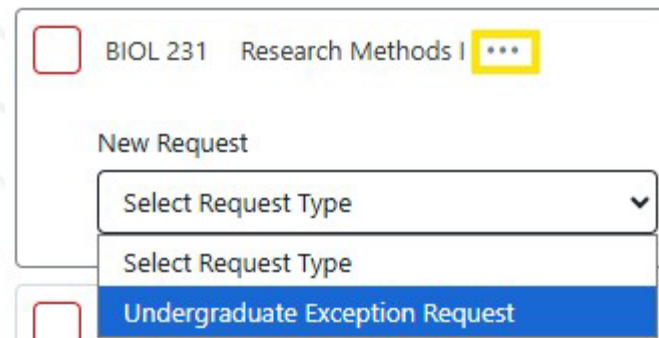
# Exception Request Workflow

To initiate an exception/substitution request: Navigate to the student's progress tab, 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."



Request type: "Undergraduate Exception Request"



# 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

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 Workflow

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

Heal

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 Workflow

Next, add 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, a red status box will appear. If you would like to review the exception request, you can click on the red status box, 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.

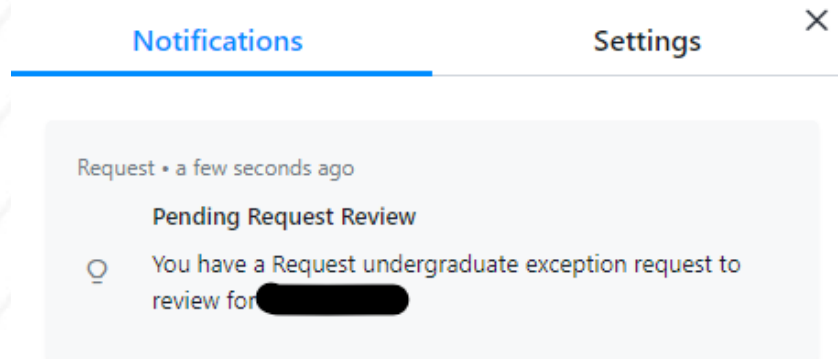
HSCI 140 Introduction to Public Health

1 exception requested



# Exception Request Workflow

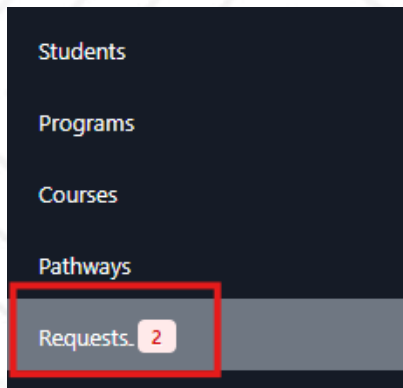
Next, the Department chair will receive an email and notification within Stellic alerting them that a request is pending. Notifications will be emailed to the chair in addition to being displayed in their navigation menu and notification icon.



The screenshot shows a notification card with a close button (X) in the top right corner. The card has two tabs: "Notifications" (selected) and "Settings". The notification text reads: "Request • a few seconds ago", "Pending Request Review", and "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 [Click here to review.](#)



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.



# Exception Request Workflow

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 actions menu 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 Workflow

Exception Request workflow. Here you can see the 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   **Start**  
Health Sciences Dept Chair

○ Office of the University Registrar  
Registrar's Office Substitutions

○ Approval or denial



# Exception Request Workflow

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

\*Department chairs that also advise will also approve the request that they have initiated.

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

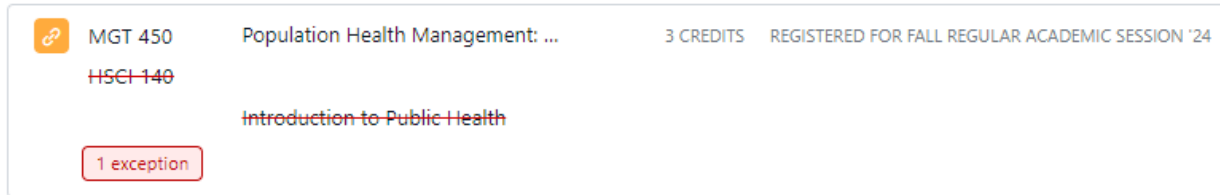
Deny Request

Approve Request



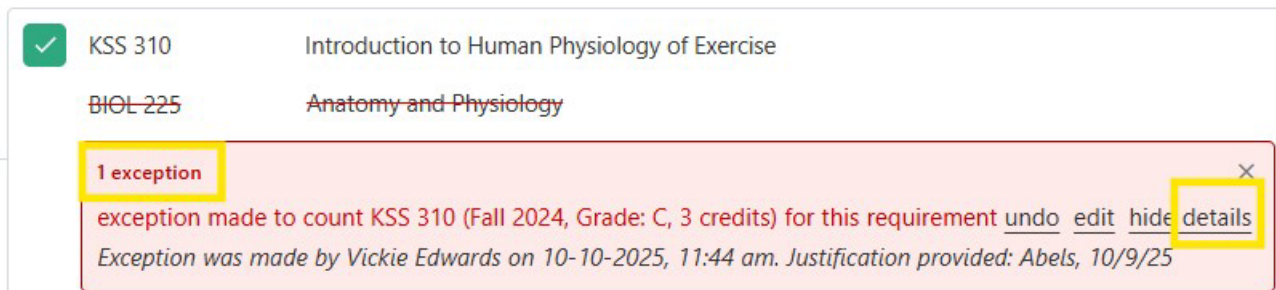
# Exception Request Workflow

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.



A screenshot of a student's progress tab. It shows a course card for MGT 450, Population Health Management: ... with 3 credits, registered for the fall regular academic session '24. Below the course name is HSCI 140 Introduction to Public Health. A red button labeled "1 exception" is visible at the bottom left of the course card.

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



A screenshot of an exception justification pop-up. The pop-up has a red background and a white border. It contains the text: "exception made to count KSS 310 (Fall 2024, Grade: C, 3 credits) for this requirement undo edit hide details". Below this text is a line of smaller text: "Exception was made by Vickie Edwards on 10-10-2025, 11:44 am. Justification provided: Abels, 10/9/25". A yellow box highlights the "1 exception" button in the background, and another yellow box highlights the "details" link in the pop-up.



# 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, select Waive or Modify Requirement Constraint.

The screenshot shows a web application interface for requesting non-course exceptions. At the top, there is a header for "Criminal Justice BS Major Requirements" with a notification icon (29) and a pinned icon (1). Below the header, there is a "New Request" section with a dropdown menu set to "Undergraduate Exception Request". A note states: "Requests will be routed to the appropriate department chair before final approval by the Office of the University Registrar." Below this, there is a dropdown menu for "Select an exception type" which is open, showing the following 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 interface, there are buttons for "Additional Check" and "GPA 4.000", and a "13 credits" label.



# 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

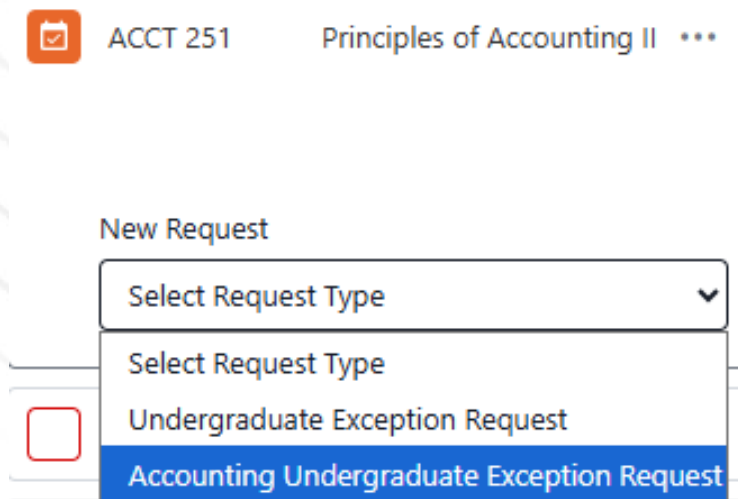
Enter



# 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.:](#)

[show less](#)

March 13 2026, 1:34 PM

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.

✕ Approval or denial

March 13 2026, 1:34 PM

# Tips & Special Circumstances

COMPREHENSIVE MAJOR

## BS in Business Administration Comprehensive

Business Administration  
Business and Technology  
BS  
Undergraduate

About **Audits** Pathway

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%)                               |   |

**Exception Insights:** Review data of past exceptions can be done by searching a program audit by catalog year and clicking on the Exception Insights link. A dropdown table of completed exceptions will appear; the data can also be downloaded.

# Tips & Special Circumstances

**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

Combine the Requests filter and the Advisor filter to review the status of exceptions of their advisees.

Reminder, this can also be saved as report.

Appointments **Requests ×** Interests

Eligible for Workflow

Undergraduate Exception Request \*

Search for workflow

Students with active requests in selected workflow(s)

Students with completed requests in selected workflow(s)

Students have no request from selected workflow(s)

Students no longer eligible for selected workflow(s)

Students not enrolled to any workflow



# Questions?

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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