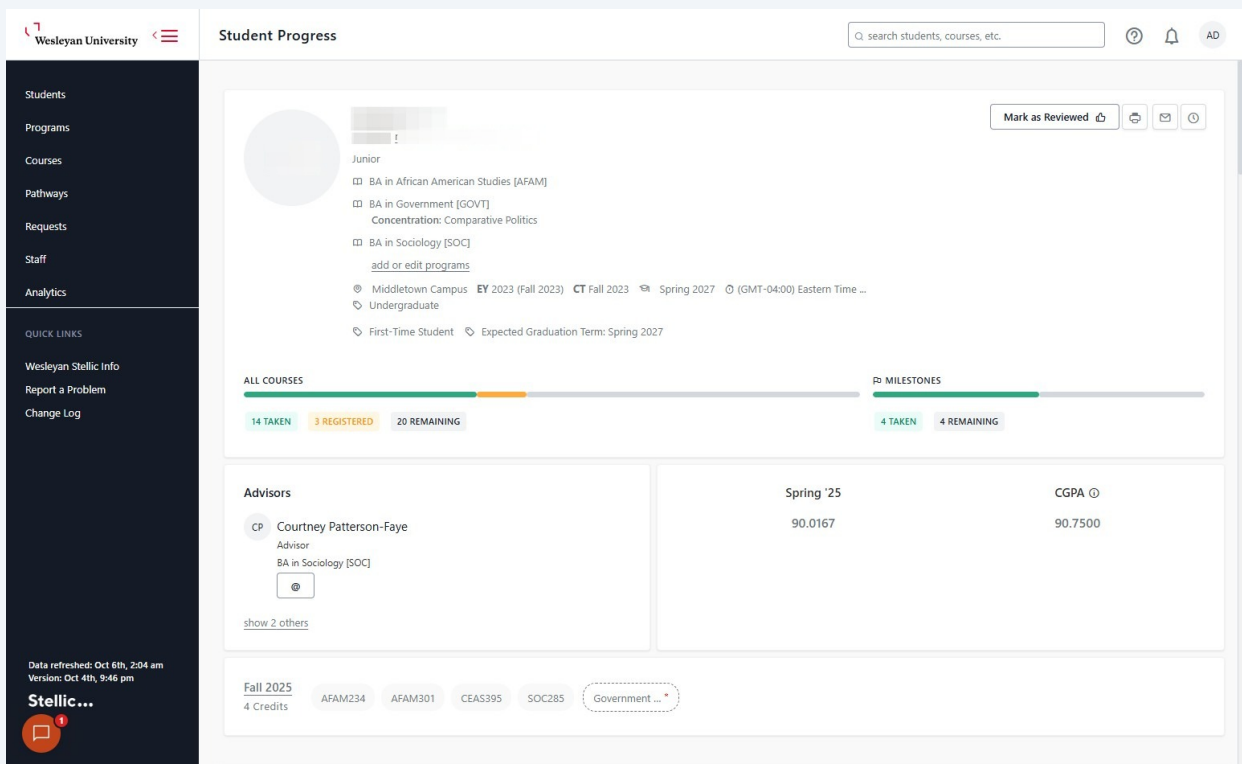


How to Approve a Pending Exception Request

This tutorial is for department approvers. It demonstrates how to view and act on pending exception requests.

1 Navigate to <https://wesleyan.stellic.com>

Go to the student's profile if you did not follow the link from your notification email.



The screenshot shows the 'Student Progress' page for a student. The left sidebar contains navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, QUICK LINKS, Wesleyan Stellic Info, Report a Problem, and Change Log. The main content area displays the student's profile, including their name, level (Junior), and programs (BA in African American Studies [AFAM], BA in Government [GOVT], Concentration: Comparative Politics, BA in Sociology [SOC]). It also shows the student's campus (Middletown), expected graduation term (Spring 2027), and status (First-Time Student). Below this, there are progress bars for 'ALL COURSES' (14 TAKEN, 3 REGISTERED, 20 REMAINING) and 'MILESTONES' (4 TAKEN, 4 REMAINING). The 'Advisors' section lists Courtney Patterson-Faye as the advisor for the BA in Sociology [SOC] program. The 'Spring '25' section shows a CGPA of 90.7500. The 'Fall 2025' section shows 4 Credits and a list of courses: AFAM234, AFAM301, CEAS395, SOC285, and Government ...

2 Scroll down to the navigation ribbon and click on Requests.

Note: If there are pending requests for the student, there will be a number in red next to the word Requests.

The screenshot shows a student portal interface. At the top, there's a section for 'Advisors' with a list of advisors and a 'show 2 others' link. Below that, there's a section for 'Fall 2025' with a list of courses: AFAM234, AFAM301, CEAS395, SOC285, and Government ...*. The 'Requests' tab in the navigation ribbon is highlighted with an orange circle, and a red '4' is next to it. Below the navigation ribbon, there's a yellow banner with text: 'To officially declare or drop a major, minor, or certificate, please use the Major/Minor/Certificate Declaration tool in WesPortal. (click here)'. Below the banner, there's a section for 'Official' and 'Planned' status with progress bars. To the right, there's a 'Full Audit' dropdown menu and a note: 'Last computed 4 days ago'. Below that, there's a section for 'BA in African American Studies [AFAM]' with a dropdown menu, a '4 Constraints' button, and a progress bar showing '5 credits' and 'PGPA 88.3667'. At the bottom, there's a 'Gateway Course' section with a green checkmark and a note: 'fulfill all | min grade: B-'.

3 You can see which requirement the student is using an exception for. In this screen shot, the student is submitting an exception request for the Social Science requirement for the AFAM Major.

The screenshot shows the 'Requests' tab in the student portal. At the top, there's a 'Mark as Reviewed' button. Below that, there's a section for 'ALL COURSES' and 'MILESTONES' with progress bars. The 'Requests' tab in the navigation ribbon is highlighted with an orange circle, and a red '4' is next to it. Below the navigation ribbon, there's a 'Pending' section with a list of requests. The first request is 'AFAM Major And Minor Exceptions Workflow' with a status of 'Exception Social Science' and a 'View In Progress' link. The request details show: 'Initiate Request' by Malin Holjo, 'Substitution' (Exception requested to count SOC285 for this requirement), 'Justification' (AFAM crosslist), and 'September 11 2025, 1:20 AM'. Below the details, there's a 'Department Approval' section with a 'Contact Malin Holjo' button and a 'Start' button. At the bottom, there's a 'Print Request' button. Below the 'AFAM Major And Minor Exceptions Workflow' section, there's another section for 'GOVT Major Exceptions Workflow' with a status of 'Exception BA in Government [GOVT]' and a 'View In Progress' link. The request details show: 'Initiate Request'.

4

Below that, you will see the specific course(s) the student is requesting to use, as well as their justification.

The screenshot displays the Wesleyan University Student Progress portal. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, and Analytics. Below these are 'QUICK LINKS' including Wesleyan Stellic Info, Report a Problem, and Change Log. The main content area is titled 'Student Progress' and includes a search bar and a 'Mark as Reviewed' button. A progress bar shows 'ALL COURSES' and 'MILESTONES'. Below this is a tabbed interface with 'Progress', 'Plans', 'Courses', 'Notes', and 'Requests' (which is active and shows 4 items). The 'Requests' section is titled 'Pending' and lists two requests. The first request, 'AFAM Major And Minor Exceptions Workflow', is for 'Exception Social Science' and is in 'View In Progress' status. It shows a green checkmark for 'Initiate Request' by Malin Holjo, with a highlighted box containing 'Substitution' and 'Justification: Exception requested to count SOC285 for this requirement AFAM crosslist'. Below this is a 'Department Approval' step by AFAM Major and Minor Exceptions, with a 'Contact Malin Holjo' button and a 'Start' button. The second request, 'GOVT Major Exceptions Workflow', is for 'Exception BA In Government [GOVT]' and is also in 'View In Progress' status. It shows a green checkmark for 'Initiate Request' by Malin Holjo, with 'Substitution' and 'Justification: Exception requested to count CEAS395 for this requirement Cognate Course'. Both requests have a 'Print Request' button. The bottom of the sidebar shows 'Data refreshed: Oct 6th, 2:04 am', 'Version: Oct 4th, 9:46 pm', and a 'Stellic...' logo.

5 To approve or deny the exception, click on the blue Start button.

Note: You can also message the student about this exception request, directly within the Stellic platform.

The screenshot displays the Wesleyan University Student Progress interface. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, and Analytics. Below these are 'QUICK LINKS' including Wesleyan Stellic Info, Report a Problem, and Change Log. The main content area is titled 'Student Progress' and includes a search bar and a 'Mark as Reviewed' button. A progress bar at the top shows 'ALL COURSES' and 'MILESTONES'. Below this is a tabbed interface with 'Progress', 'Plans', 'Courses', 'Notes', and 'Requests' (the active tab, showing 4 items). Under the 'Requests' tab, there are two sections: 'AFAM Major And Minor Exceptions Workflow' and 'GOVT Major Exceptions Workflow'. Each section shows a timeline of steps: 'Initiate Request' (completed), 'Department Approval' (current step), and 'Approval or denial'. The 'Department Approval' step for the AFAM workflow includes details about a substitution for SOC285 and a justification of 'AFAM crosslist'. A 'Print Request' button is visible. A 'Start' button is highlighted with an orange circle, and a tooltip message states: 'You are overriding the decision for this user. This will be displayed in the details of this approval step.' The bottom left corner shows a 'Stellic...' logo and a data refresh timestamp.

6 Then, click on either Deny Request or Approve Request.

The screenshot displays the Wesleyan University Student Progress portal. A modal window titled "PART 1 OF 2 Department Approval" is centered on the screen, with the text "You are responsible for completing this step". Below the title, there are two buttons: "Deny Request" and "Approve Request". The "Approve Request" button is highlighted with an orange circle. In the background, the portal shows a list of requests under the "Pending" tab. The first request is for "AFAM Major And Minor Exceptions" by Malin Holjo, with a justification of "Exception requested to count SOC285 for this requirement" and "AFAM crosslist". The second request is for "GOVT Major Exceptions Workflow" by Malin Holjo, with a justification of "Exception requested to count CEAS395 for this requirement" and "Cognate Course". The portal also includes a sidebar with navigation links and a top navigation bar with a search bar and user information.