

How to Request an Exception: Substitutions for Requirements with Multiple Course Options

1

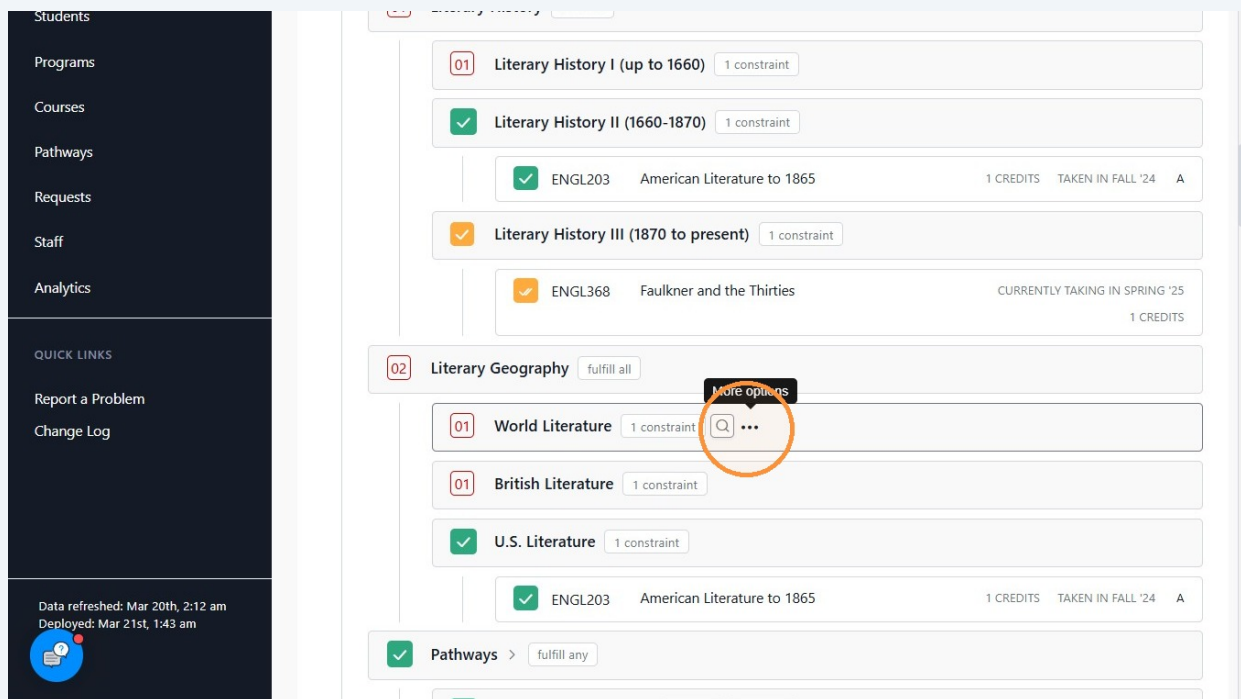
This tutorial will show how to request a substitution for a requirement that can be satisfied by one or more courses **chosen from a group** of options (a one from many substitution). There is another tutorial that will show how to request a substitution for a requirement that stipulates a specific course or courses must be taken (a one-to-one substitution).

2

Navigate to <https://wesleyan.stellic.com> and go to the audit you wish to make a substitution on. Scroll to the appropriate requirement. In this case, we are looking to substitute a transfer course to satisfy the Literary Geography>World Literature requirement.

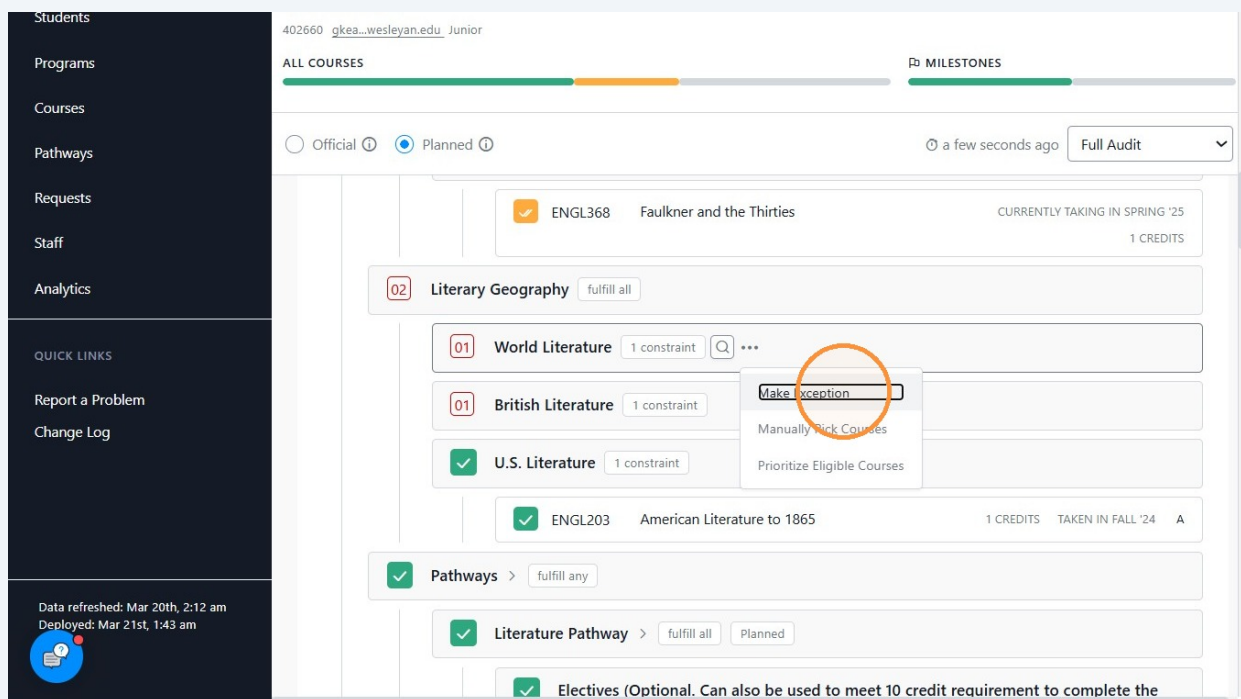
The screenshot displays the Wesleyan Stellic system interface. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, and a section for QUICK LINKS containing Report a Problem and Change Log. At the bottom of the sidebar, it shows 'Data refreshed: Mar 20th, 2:12 am' and 'Deployed: Mar 21st, 1:43 am'. The main content area shows a list of requirements. Requirement 01 'Literary History' (fulfill all) includes 'Literary History I (up to 1660)' (1 constraint), 'Literary History II (1660-1870)' (1 constraint, marked with a green check), and 'Literary History III (1870 to present)' (1 constraint, marked with an orange check). Below these are course entries: 'ENGL203 American Literature to 1865' (1 CREDITS, TAKEN IN FALL '24, A) and 'ENGL368 Faulkner and the Thirties' (CURRENTLY TAKING IN SPRING '25, 1 CREDITS). Requirement 02 'Literary Geography' (fulfill all) includes 'World Literature' (1 constraint, with a 'More options' tooltip and a search icon), 'British Literature' (1 constraint), and 'U.S. Literature' (1 constraint, marked with a green check). Below these is the same 'ENGL203 American Literature to 1865' course entry.

3 Click on the three dots next to the requirement name.



4 In the drop-down, click "Request exception."*

*Note that the screen shot here displays the text "Make Exception," as this screen capture was done from an administrative account.



5 Click on the "Select an exception type" drop-down.

The screenshot shows a sidebar on the left with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, and QUICK LINKS (Report a Problem, Change Log). The main content area displays a list of courses with their constraints. The 'Literary Geography' section is expanded, showing 'World Literature' with a 'make an exception' button. The 'Select an exception type' drop-down menu is highlighted with an orange circle.

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QUICK LINKS

Report a Problem

Change Log

Data refreshed: Mar 20th, 2:12 am
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01 Literary History I (up to 1660) 1 constraint

✓ Literary History II (1660-1870) 1 constraint

✓ ENGL203 American Literature to 1865 1 CREDITS TAKEN IN FALL '24 A

✓ Literary History III (1870 to present) 1 constraint

✓ ENGL368 Faulkner and the Thirties CURRENTLY TAKING IN SPRING '25 1 CREDITS

02 Literary Geography fulfill all

01 World Literature 1 constraint

make an exception

Select an exception type

Submit

01 British Literature 1 constraint

✓ U.S. Literature 1 constraint

6 Choose "Substitution."

The screenshot shows the same interface as above, but with the 'Substitution' option selected in the 'Select an exception type' drop-down menu. The 'Substitution' option is highlighted with an orange circle.

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QUICK LINKS

Report a Problem

Change Log

Data refreshed: Mar 20th, 2:12 am
Deployed: Mar 21st, 1:43 am

01 Literary History I (up to 1660) 1 constraint

✓ Literary History II (1660-1870) 1 constraint

✓ ENGL203 American Literature to 1865 1 CREDITS TAKEN IN FALL '24 A

✓ Literary History III (1870 to present) 1 constraint

✓ ENGL368 Faulkner and the Thirties CURRENTLY TAKING IN SPRING '25 1 CREDITS

02 Literary Geography fulfill all

01 World Literature 1 constraint

make 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

Search courses in plan

7

Search for the course in the course field. You can search by course title or by subject + catalog number (with no space).

Note: Substitutions can be made using transfer credit, study abroad credit, exam credit, and/or Wesleyan coursework.

The screenshot shows a web application interface for course substitutions. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, and Analytics. Below these are 'QUICK LINKS' for 'Report a Problem' and 'Change Log'. At the bottom of the sidebar, it says 'Data refreshed: Mar 20th, 2:12 am' and 'Deployed: Mar 21st, 1:43 am' next to a blue circular icon with a red notification bubble. The main content area displays a list of courses. The top course is 'ENGL368 Faulkner and the Thirties' with a yellow checkmark icon, 'CURRENTLY TAKING IN SPRING '25', and '1 CREDITS'. Below it is a section for 'Literary Geography' with a 'fulfill all' button. Under this, there are three course requirement boxes. The first, '01 World Literature', has '1 constraint' and a search icon. It contains a 'make an exception' section with a 'Substitution' dropdown menu. Below this is a text box explaining that the exception adds a course that can satisfy the requirement. A 'COURSE' section has a search field labeled 'Search courses in plan' with a magnifying glass icon, which is circled in orange. Below the search field is a 'JUSTIFICATION' text area and a blue 'Submit' button with a close 'X' icon. The second requirement box is '01 British Literature' with '1 constraint'. The third is 'U.S. Literature' with '1 constraint' and a green checkmark icon. At the bottom, another course 'ENGL203 American Literature to 1865' is partially visible, marked as 'TAKEN IN FALL '24' with '1 CREDITS' and a green checkmark icon.

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QUICK LINKS
Report a Problem
Change Log

Data refreshed: Mar 20th, 2:12 am
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ENGL368 Faulkner and the Thirties CURRENTLY TAKING IN SPRING '25 1 CREDITS

02 Literary Geography fulfill all

01 World Literature 1 constraint

make 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

Search courses in plan

JUSTIFICATION

Submit X

01 British Literature 1 constraint

U.S. Literature 1 constraint

ENGL203 American Literature to 1865 1 CREDITS TAKEN IN FALL '24 A

8

In this case, we are using a transfer course, Novel: Departure and Return. I typed the word "novel" into the course search field. Click on the course when it appears to select it.

The screenshot shows a web application interface for course management. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, and QUICK LINKS (Report a Problem, Change Log). The main content area displays a list of courses. At the top, 'ENGL368 Faulkner and the Thirties' is marked as 'CURRENTLY TAKING IN SPRING '25' with 1 CREDIT. Below it, 'Literary Geography' is marked 'fulfill all'. The 'World Literature' section (01) has a 'make an exception' dropdown set to 'Substitution'. A search box contains the text 'novel', and a dropdown menu shows search results. The first result, 'ENGLTHENGL Transfer Credit for ENGL368-ENGL368 Spring '23 / 1 credits ENGL Novel: Departure and Return from Macalester College', is circled in orange. Below this, 'British Literature' and 'U.S. Literature' sections are visible, each with a '1 constraint' label. At the bottom, 'ENGL203 American Literature to 1865' is marked as 'TAKEN IN FALL '24' with 1 CREDIT.

9

Next, enter the required justification.

This screenshot shows the same interface as the previous one, but with the 'JUSTIFICATION' field highlighted by an orange circle. The 'World Literature' section (01) now shows the selected course 'ENGLTHENGL (Spring 2023, Grade: CR, 1 Credits, ENGL Novel: Departure And Return From Macalester College)' in the 'COURSE' field. Below it, the 'JUSTIFICATION' text area is empty and circled in orange. A blue 'Submit' button with a close icon is located below the justification field. The rest of the interface, including the sidebar and other course listings, remains the same.

10 I have entered "approved substitution."

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Data refreshed: Mar 20th, 2:12 am
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ENGL368 Faulkner and the Thirties CURRENTLY TAKING IN SPRING '25 1 CREDITS

02 Literary Geography fulfill all

01 World Literature 1 constraint

make 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

ENGLTHENGL (Spring 2023, Grade: CR, 1 Credits, ENGL Novel: Departure And Return From Macalester College) ✕

JUSTIFICATION

approved substitution

Submit ✕

01 British Literature 1 constraint

U.S. Literature 1 constraint

11 When done, click "Submit." The substitution will go through a workflow process for approval.

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QUICK LINKS
Report a Problem
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Data refreshed: Mar 20th, 2:12 am
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ENGL368 Faulkner and the Thirties CURRENTLY TAKING IN SPRING '25 1 CREDITS

02 Literary Geography fulfill all

01 World Literature 1 constraint

make 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

ENGLTHENGL (Spring 2023, Grade: CR, 1 Credits, ENGL Novel: Departure And Return From Macalester College) ✕

JUSTIFICATION

approved substitution

Submit ✕

01 British Literature 1 constraint

U.S. Literature 1 constraint

12 Once approved, you will see the substituted course on the audit.

The screenshot displays a course audit interface. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, QUICK LINKS, Report a Problem, and Change Log. At the bottom of the sidebar, it shows 'Data refreshed: Mar 20th, 2:12 am' and 'Deployed: Mar 21st, 1:43 am' with a blue circular icon containing a white question mark. The main content area shows a list of courses with their status and details:

- Literary History II (1660-1870)** (1 constraint):
 - ENGL203** American Literature to 1865 (1 CREDITS, TAKEN IN FALL '24, A)
- Literary History III (1870 to present)** (1 constraint):
 - ENGL368** Faulkner and the Thirties (CURRENTLY TAKING IN SPRING '25, 1 CREDITS)
- Literary Geography** (fulfill all):
 - World Literature** (1 constraint, 1 exception):
 - ENGLTHEN GL** Transfer Credit for ENGL-HA-ENGL (TRANSFERRED IN SPRING '23, CR, 1 CREDITS)
ENGL Novel: Departure and Return from Macalester College
- British Literature** (1 constraint)
- U.S. Literature** (1 constraint):
 - ENGL203** American Literature to 1865 (1 CREDITS, TAKEN IN FALL '24, A)
- Pathways** > fulfill any

13 Click on the red box that states "1 exception" to see more details about the exception.

This screenshot is identical to the one above, but with an orange circle highlighting the '1 exception' link in the 'World Literature' course entry. The sidebar and other course entries remain the same.

14 You will see in red text that an exception was made to count the transfer course.

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QUICK LINKS

Report a Problem

Change Log

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01 Literary History II (1660-1870) 1 constraint

01 ENGL203 American Literature to 1865 1 CREDITS TAKEN IN FALL '24 A

01 Literary History III (1870 to present) 1 constraint

01 ENGL368 Faulkner and the Thirties CURRENTLY TAKING IN SPRING '25 1 CREDITS

01 Literary Geography fulfill all

01 World Literature 1 constraint 1 exception

Take at least 1 course that matches the following:

- CHUM335 CHUM362 CHUM391 COL336 ENGL221 ENGL223 ENGL233 ENGL237 ENGL239 ENGL244 ENGL245 ENGL250 ENGL254 ENGL267 ENGL279 + 20 more

exception made to count ENGLHENG (Spring 2023, Grade: CR, 1 credits, ENGL Novel: Departure and Return from Macalester College) for this requirement undo edit details

01 ENGLTHEN GL Transfer Credit for ENGL-HA-ENGL TRANSFERRED IN SPRING '23 CR 1 CREDITS

01 ENGL Novel: Departure and Return from Macalester College

01 British Literature 1 constraint

15 If you need further information about this exception, click on the **details** link and you will see who approved the exception and when. You will also see the text that was provided for the justification.

Students

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Courses

Pathways

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Analytics

QUICK LINKS

Report a Problem

Change Log

Data refreshed: Mar 20th, 2:12 am
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01 Literary History II (1660-1870) 1 constraint

01 ENGL203 American Literature to 1865 1 CREDITS TAKEN IN FALL '24 A

01 Literary History III (1870 to present) 1 constraint

01 ENGL368 Faulkner and the Thirties CURRENTLY TAKING IN SPRING '25 1 CREDITS

01 Literary Geography fulfill all

01 World Literature 1 constraint 1 exception

Take at least 1 course that matches the following:

- CHUM335 CHUM362 CHUM391 COL336 ENGL221 ENGL223 ENGL233 ENGL237 ENGL239 ENGL244 ENGL245 ENGL250 ENGL254 ENGL267 ENGL279 + 20 more

exception made to count ENGLHENG (Spring 2023, Grade: CR, 1 credits, ENGL Novel: Departure and Return from Macalester College) for this requirement undo edit **hide detail**

Exception was made by you on 03-21-2025, 06:55 pm. Justification provided: approved substitution

01 ENGLTHEN GL Transfer Credit for ENGL-HA-ENGL TRANSFERRED IN SPRING '23 CR 1 CREDITS

01 ENGL Novel: Departure and Return from Macalester College