

How to Request an Exception: Substitutions on a Course-to-Course Basis

This tutorial will show how to request a substitution for a requirement that requires a specific course, rather than a set of options. This is a one-to-one swap. Transfer credit, exam credit, study abroad credit, and other Wesleyan courses can be used for this substitution.

1

Navigate to <https://wesleyan.stellic.com> and go to the student's audit. In this case, we are looking at the Planetary Science Minor.

The screenshot displays the Wesleyan Stellic student audit interface. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, and a section for QUICK LINKS including Wesleyan Stellic Info, Report a Problem, and Change Log. At the bottom of the sidebar, it shows 'Data refreshed: Mar 26th, 2:11 am' and 'Version: Mar 26th, 12:57 am'. The main content area shows the audit for the 'Planetary Science Minor [PSCI-MN]' with 1.25 credits and a PGPA of 95.0000. It lists requirements: 'Introductory Courses' (02) with 'Astronomy' (01) and 'Earth & Environmental Science' (01); and 'Intermediate Courses' (02) with 'Astronomy' (01) and 'Earth & Environmental Science' (01). The 'Earth & Environmental Science' requirement is marked with a green checkmark, indicating it is fulfilled.

2

You will see that the only course that can satisfy the Introductory Astronomy requirement is ASTR155 Introduction to Astrophysics.

Students

Programs

Courses

Pathways

Requests

Staff

Analytics

QUICK LINKS

Wesleyan Stellic Info

Report a Problem

Change Log

Data refreshed: Mar 26th, 2:11 am
Version: Mar 26th, 12:57 am

06 1 Planetary Science Minor [PSCI-MN] 3 constraints 1.25 credits PGPA 95.0000

Applied Version: EY2021 • BA • Undergraduate

Catalog Term: Fall 2023

02 Introductory Courses fulfill all | at least 2 credits 0 credits

01 Astronomy fulfill any

• Fulfill any of the following requirements

☐ ASTR155 Introduction to Astrophysics

01 Earth & Environmental Science > fulfill any

02 Intermediate Courses fulfill all | at least 3 credits 1 credits

01 Astronomy 1 constraint

☒ Earth & Environmental Science 1 constraint

3

To begin the substitution process, click on the three dots to the right of the course title.

Students

Programs

Courses

Pathways

Requests

Staff

Analytics

QUICK LINKS

Wesleyan Stellic Info

Report a Problem

Change Log

Data refreshed: Mar 26th, 2:11 am
Version: Mar 26th, 12:57 am

06 1 Planetary Science Minor [PSCI-MN] 3 constraints 1.25 credits PGPA 95.0000

Applied Version: EY2021 • BA • Undergraduate

Catalog Term: Fall 2023

02 Introductory Courses fulfill all | at least 2 credits 0 credits

01 Astronomy fulfill any

• Fulfill any of the following requirements

☐ ASTR155 Introduction to Astrophysics ...

01 Earth & Environmental Science > fulfill any

02 Intermediate Courses fulfill all | at least 3 credits 1 credits

01 Astronomy 1 constraint

☒ Earth & Environmental Science 1 constraint

4 Click "Request Exception."

The screenshot shows the 'Planetary Science Minor [PSCI-MN]' page. The left sidebar contains navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, and QUICK LINKS (Wesleyan Stellic Info, Report a Problem, Change Log). The main content area displays the minor's details: Applied Version: EY2021 • BA • Undergraduate, Catalog Term: Fall 2023, 1.25 credits, and PGPA 95.0000. Below this, the 'Introductory Courses' section (fulfill all | at least 2 credits) is shown. Under 'Astronomy' (fulfill any), the course 'ASTR155 Introduction to Astrophysics ...' is listed. A 'Make Exception' button is circled in orange. Below this, the 'Intermediate Courses' section (fulfill all | at least 3 credits) is shown. Under 'Astronomy' (1 constraint), the course 'Earth & Environmental Science' is listed with a green checkmark. Below this, the course 'E&ES319 Meteorites and Cosmochemistry' is listed with a green checkmark. The bottom right corner shows 'TAKEN IN FALL '24' and 'A'.

5 Select the "Substitution" option.

The screenshot shows the 'Planetary Science Minor [PSCI-MN]' page. The left sidebar contains navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, and QUICK LINKS (Wesleyan Stellic Info, Report a Problem, Change Log). The main content area displays the minor's details: Applied Version: EY2021 • BA • Undergraduate, Catalog Term: Fall 2023, 1.25 credits, and PGPA 95.0000. Below this, the 'Introductory Courses' section (fulfill all | at least 2 credits) is shown. Under 'Astronomy' (fulfill any), the course 'ASTR155 Introduction to Astrophysics ...' is listed. A 'make an exception' dropdown menu is open, and the 'Substitution' option is selected and circled in orange. Below the dropdown, a text box explains: 'This exception adds a course that can satisfy the requirement. The substituted course will be prioritized, but others could still count.' Below this, a 'COURSE' section with a search bar 'Search courses in plan' is shown. At the bottom, a checkbox is labeled 'Click this to apply exception on this course everywhere it appears on all of the student's audits'.

6

Enter in the title or subject/catalog number (with no space) in the Course Search field.

Note: the course search will draw from transfer courses, study abroad courses, exam credit, and other Wesleyan courses that have been officially posted to the student's record.

7

Click on the appropriate listing in the results.

8

Enter the justification for the substitution and click "**Submit.**" This will send the request through the approval workflow.

Students

Programs

Courses

Pathways

Requests

Staff

Analytics

QUICK LINKS

Wesleyan Stellic Info

Report a Problem

Change Log

Data refreshed: Mar 26th, 2:11 am
Version: Mar 26th, 12:57 am

☐ ASTR155 Introduction to Astrophysics ...

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

ASTRTNASTR (Fall 2022, Grade: CR, 1 Credits, ASTR Origins Of The Cosmos From George Washington University) x

☐ Click this to apply exception on this course everywhere it appears on all of the student's audits

JUSTIFICATION

approved

Submit x

9

Once approved, you will see the substitution on the audit.

Students

Programs

Courses

Pathways

Requests

Staff

Analytics

QUICK LINKS

Wesleyan Stellic Info

Report a Problem

Change Log

Data refreshed: Mar 26th, 2:11 am
Version: Mar 26th, 12:57 am

Catalog Term: Fall 2023

01 Introductory Courses fulfill all | at least 2 credits 1 credits

✓ Astronomy fulfill any

✓ ASTRTN ASTR Transfer Credit for ASTR-NSM-ASTR (ASTR Origins of the Cosmos from George Washington University) 1 CREDITS TRANSFERRED IN FALL '22 CR

ASTR155 ASTR Origins of the Cosmos from George Washington University Introduction to Astrophysics

1 exception

01 Earth & Environmental Science > fulfill any

02 Intermediate Courses fulfill all | at least 3 credits 1 credits

01 Astronomy 1 constraint