Request Waiver for Academic Load Policy


2. Within the “Graduate Administrators” pagelet, select “Student Services Center.” Student Service Center is also accessible through the following path.
   Main Menu > Student Information Systems > Admin Services > Student Service Center

3. Once you have located the student’s record, select the “Academics” tab.
4. Within the “Academics” tab, scroll down to the “Term Summary > Level / Load” section and select the “Detail” hyperlink.
5. Within the “Graduate Student Academic Load” pop up window, select “Request waiver of academic load policy” hyperlink.
6. Read the policy regarding the Academic Load Waiver Policy and complete the required fields. Please be advised that a student must be enrolled for at least 3 credit hours and meet at least one of the conditions specified in the waiver request.

**Graduate Load Certification**

**Graduate Student Certification as Half or Full-time**

(Request for waiver of academic load policy)

Certain students are required to meet full or half-time academic load requirements for various purposes including, but not limited to, Loan Deferral, Financial Aid, Visa Status, Payroll Tax Withholding, Graduate Student Support Plan eligibility and Veteran’s Benefits.

Although graduate students must generally be registered in accordance with the University’s official academic load policy to maintain full-time or half-time status, in cases where they are not, there are exceptions. If the qualifying conditions indicated below are present, the University may certify half-time or full-time. By checking the appropriate box(es) below you are certifying this student’s academic load status as either full-time or half-time. Only the student’s committee chair, academic advisor or the director of their graduate program may make such a certification. This certification applies only to the academic term you have indicated.

To qualify for a waiver of the official academic load policy, a student must be enrolled for at least 3 credit hours and meet at least one of the following conditions.

**Certification:** I certify that this student is engaged in the level of effort selected below toward meeting degree requirement for the academic term indicated.

- [ ] Half-Time
- [ ] Full-Time

(check one)

Based on minimum enrollment of [ ] units

This determination is based on the following reasons (check all that apply):

- [ ] This is a master’s student who is working half- or full-time on graduate research or creative component not requiring a formal thesis.
- [ ] The student has been advised to formally audit a course rather than register for additional credit hours,
- [ ] The student is working on removing incomplete grades from a previous term.
- [ ] The student is in the very last semester or summer session of the degree program and does not need to take additional credit hours to meet degree requirements.
- [ ] The student is preparing half- or full-time for graduate comprehensive or oral examinations.
- [ ] Other reasons - Written justification required

Additional Comments (254 characters):

[ ]

Click to certify and submit request

Save

Certify