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.