

# Request Waiver for Academic Load Policy

1. Go to [MyPack Portal](#).

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

Graduate Administrators

- Student Admissions
  - NextGen Admissions
  - Maintain Applications
  - International Clearance
  - Residency
  - Education History
  - Matched Test Results
  - Test Score Suspense
- Campus Community
  - Citizenship
  - Visa Permit Data
  - Comments
  - Graduate Student Checklists
- Advising
  - My Worklist
  - Graduate Plan of Work
  - Move or Delete Plan of Work
  - Graduate Plan of Work Template
  - Faculty Center
  - Registration Advising Holds
  - Student Advisor
  - Advisor Assignment
  - Class Search
  - GSOARS
- Reporting
  - SIS Admin Reports
  - Graduate InfoWeb
  - SAS Info Delivery Portal
  - SIS Query Viewer - RPT
  - SIS Query Manager - RPT
  - SIS Query Manager - PRD
  - SIS Query Viewer - PRD
  - HR Query Viewer - PRD
  - HR Query Viewer - RPT
- Graduate Student Records
  - Student Services Center**
  - Term Summary
  - Student Milestones
  - Graduation Approval
  - Graduation Appl History
  - Graduate Student Support Plan
  - Assistantships / Fellowships
  - View Grade Change Requests
- Additional Resources
  - Degree/Curriculum Change Form
  - Student Curriculum Change
  - Helpful Links for DGPs/GSC's
  - Training

3. Once you have located the student’s record, select the “Academics” tab.

Student Center

ID: [REDACTED]

student center | general info | **academics** | dashboard | documents

**Grades**

| Term             | Subject    | Catalog | Section | Grade      |
|------------------|------------|---------|---------|------------|
| 2016 Spring Term | [REDACTED] | 512     | 001     | [REDACTED] |
| 2016 Spring Term | [REDACTED] | 582     | 001     | [REDACTED] |
| 2016 Spring Term | [REDACTED] | 551     | 001     | [REDACTED] |

Term GPA: 3.222    Cum GPA: 3.400

**Academics**

Search / Enroll  
My Class Schedule  
My Planner

other academic... [dropdown]

**2016 Fall Term Schedule**

|            | Class           | Schedule                    |
|------------|-----------------|-----------------------------|
| [REDACTED] | 584-601 (10169) | Distance Education-Internet |
| [REDACTED] | 695-001 (4700)  | Room: TBA                   |

VIEW ENROLLMENT  
VIEW ENROLLMENT

**Holds**  
Late Reg-Prepay \*SEE DETAILS!  
details

**To Do List**  
Graduate Plan of Work  
MR Request to Sched Final Oral  
Report on Final Oral Exam  
more

**Enrollment Dates**

4. Within the "Academics" tab, scroll down to the "Term Summary > Level / Load" section and select the "Detail" hyperlink.

**MYPACK HOME**   **FOR FACULTY & STAFF**   **MYTAB**

Favorites | Main Menu > Student Information Systems > Admin Services > Student Services Center

ID: [REDACTED]

student center   general info   **academics**   dashboard   documents

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**Institution / Career / Program**

NCSU1 - NC State University  
GRAD - Graduate  
BCH - Biochemistry

Program: BCH Biochemistry  
Student Career Nbr: 0  
Status: Active as of 01/23/2012  
Admit Term: 2088 2008 Fall Term  
Expected Graduation:  
Approved Load: Full-Time  
Load Determination: Base On Units  
Level Determination: Default

Plan: 04BTCGM Biotechnology-GM  
Requirement Term: 2121 2012 Spring Term

Plan: 11BCHPHD Biochemistry-PHD  
Requirement Term: 2121 2012 Spring Term

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**Term Summary**


NCSU1 - NC State University  
GRAD - Graduate  
2151 - 2015 Spring Term  
2148 - 2014 Fall Term  
2146 - 2014 Summer Term 1  
2141 - 2014 Spring Term  
2138 - 2013 Fall Term  
2136 - 2013 Summer Term 1  
2131 - 2013 Spring Term  
2128 - 2012 Fall Term  
2126 - 2012 Summer Term 1  
2121 - 2012 Spring Term

2015 Spring Term  
Eligible to Enroll: Yes  
Primary Program: BCH Biochemistry  
Academic Standing Status: Data unavailable

**Level / Load**

Academic Level - Projected: Graduate  
Academic Level - Term Start: Graduate  
Academic Level - Term End: Graduate  
Approved Academic Load: Full-Time  
Academic Load: Less than Half-Time

[Detail](#)



5. Within the “Graduate Student Academic Load” pop up window, select “Request waiver of academic load policy” hyperlink.

### Graduate Student Academic Load

Name: [REDACTED]  
Student ID: [REDACTED]  
Term: Fall '16 2168 Career: GRAD

|                             |                    |                                |
|-----------------------------|--------------------|--------------------------------|
| Academic Program:           | MEA                | Marine, Earth & Atmos Sciences |
| Academic Plan:              | 17MEAMS            | Marine, Earth, & Atmos Sci-MS  |
| Thesis/Dissertation Status: | Masters No Thesis  |                                |
| Academic Load:              | Enrolled Full-Time |                                |
| Acad. Load based on units:  | Full-Time          |                                |
| Minimum Plan Units:         | 30.00              |                                |
| Total Units Completed:      | 18.00              |                                |
| Minimum Full-Time Units:    | 9.00               |                                |
| Units Taken in Term:        | 9.00               |                                |

[Request waiver of academic load policy](#) ←

[Return](#)   [Cancel](#)

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 Deferment, 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):**