Request Waiver for Academic Load Policy


2. Within the “Student Information System” homepage select “Student Records.” Student Service Center is also accessible through the following navigational path.

> Student Information Systems > Campus Community > 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 for the appropriate semester.

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 in order to meet full-time enrollment for GSSP purposes.