

Academic Load Overrides

To give a student Full-time, Half-time or Less than Half-time academic load overrides, go to:

Academic Records > Grad Records > Grad Academic Load Override

1. Search for the student by ID number or by name:

Academic Load Override

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:

Academic Institution:

Academic Career:

Campus ID:

National ID:

Last Name:

First Name:

[Basic Search](#)

2. On the selection page, select the term to be changed and review the current academic load

3. Choose an available selection (Full-time, Half-time or Less than Half-time)

4. Press Save Override

Graduate Student Academic Load Override

This page is used by an academic program to override a student's academic load in order to acknowledge research time for a thesis/dissertation.

1. Select a Term and review the Current Academic Load.
2. Pick a new Academic Load.
3. Press Save Override.

Term

Current Academic Load: Less than Half-Time

The departmental authority requests that Handan Akpinar be considered:

Less than Half Time
 Half Time
 Full Time



Please note:

1. If the student is registered for credits, you may only override higher or equal to the load of the credit amount. For example, you can only override to Full-Time if the student is registered for 7 credits.
2. You can only override status for current and future terms that have been activated on a student's record.
3. You cannot override lower than the student's current status.
4. If the student drops credits, the override status will remain.
5. You cannot override lower than a previously saved override for the same term.
6. Other requests must still be submitted to the Graduate Registrar in writing with
7. GPD signature.
8. If you override someone in error, please contact Graduate Records to have them reset the student.