



Phone (360) 650-3158  
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Old Main 275  
[www.finaid.wvu.edu](http://www.finaid.wvu.edu)

**Credit Load Waiver Request Form**  
Academic Year: \_\_\_\_\_  
**GRADUATE**

[Student Employment Center](#)  
516 High Street  
Bellingham, WA 98225-9049  
[StudentEmployment@wvu.edu](mailto:StudentEmployment@wvu.edu)

WID: \_\_\_\_\_ Name: \_\_\_\_\_

<b>→ Please respond to each item below:</b>	<b>Fall</b>	<b>Wtr</b>	<b>Spr</b>
1. Indicate the <b>number of credits</b> you will be enrolled in <b>each</b> quarter. <u>Note:</u> A graduate student employee must be enrolled at least half time, or <b>4 credits</b> , to meet <a href="#">eligibility requirements</a> .			
2. Indicate the quarter(s) you believe you qualify for the <b>graduate exclusion:</b> must be enrolled in at least <b>two credits</b> of a Thesis or Research course (69X) and have completed all course work on your approved Plan of Study (except for thesis or research work).			
3. Indicate the <b>one quarter</b> you wish to request a Credit Load Waiver (CLW). <u>Note:</u> You are only eligible for only one CLW <b>during the current academic year.</b>			
4. <b>If applicable</b> , indicated the quarter you will <b>graduate.</b>			

**→ Please complete this form and submit to Student Employment Center using one of the two options below. Submission confirms your request for a Credit Load Waiver for the quarter identified above and certifies that the information provided above is accurate:**

Save the completed form, in .pdf format, attach and send it from your <b>student email account.</b>	<b>OR</b>	Print, sign (below) and deliver form to Student Employment Center (OM 275 or MS 9049) or fax to 360-650-6549.  _____ (Student Signature)
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<b>Office Use Only</b>	
Received - Date _____	By: _____
(Confirm form is complete: responses to statements, name, WID, & student signature/email)	
Confirmed - Date: _____	By: _____
Notification Date: _____	By: _____