



The Graduate College
Under-enrollment Permission Form for Graduate Appointees

For students on graduate appointment only
email completed form to: grad-awards@wmich.edu

Enrollment by graduate appointees that is less than full-time is approved in limited circumstances only, including 1) when all course work has been completed and the only requirement left is thesis, dissertation, or an officially recognized capstone course...

Last Name First Name Student's WIN# Residency

Degree Program Name of Graduate Advisor

Appointment Information: Select the appointment funding level:
Hiring Unit: Full 2/3 1/2

Indicate the appointment, year and semester/session in which you are requesting permission for under enrollment.

Appointment: Teaching Research Application Research Discovery

Year Fall Spring Summer I Summer II

* Please list here the course number(s) of enrollment and number of credit hours for this semester/session:

* Select your reason(s) for not meeting the enrollment requirement this semester/session:

- I am at or near the end of my program and have no other program-required courses I can take (approval for one term only)
I am done with coursework and either taking comprehensive exams or preparing my research proposal (approval for one term only)
I am on continuous enrollment status (7000; 7200; or 7300 enrollments only)
Other (give explanation)

Student signature Date Program Advisor/Chair signature Date

Graduate College Action: Approved Denied Students: Appointment tuition awards will pay to your student account after the drop/add period for the specified term. Please allow up to 2 weeks for processing.

Graduate College signature Date

Please note: FICA and some federal loan deferment regulations require at least half-time enrollment, which for graduate students at WMU is three credit hours during Fall/Spring semesters and two credit hours during Summer I/Summer II sessions.

If you are an international student, U.S. immigration regulations require that you obtain permission to enroll less than full-time from an International student advisor in International Admissions and Services (IAS).

Immigration Advisor Date