



The Graduate College

Under-enrollment Permission Form for Graduate Appointees

For students on graduate appointment only

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 (a capstone course is not the last course you take - check with your advisor for clarification); or 2) when the graduate appointee is at the end of the program and needs less than full-time enrollment to complete the degree. *Partial appointment is not by itself a reason for which under-enrollment will be approved.

Last Name First Name Student's WIN#

Degree Program Name of Graduate Advisor

Appointment Information: Select the appointment funding level:

Hiring Unit: Full 3/4 2/3 1/2

Indicate the year and select the semester/session in which you are requesting permission for under enrollment. (Use a separate form for each term):

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)

Students: This form must be submitted for approval to the Graduate College prior to the end of drops and adds to avoid non-approved under-enrollment. Please email completed form to grad-awards@wmich.edu

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. Graduate students (even those enrolled for thesis or dissertation hours) must be enrolled at least half-time in order to qualify for the FICA tax exemption or to be eligible for loan deferments.

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). Unless you report to IAS by the second week of each semester for this reason, you could jeopardize your immigration status in the U.S. For more information, please contact IAS at oiss-info@wmich.edu or (269) 387-5865. A copy of this approved form will be faxed to IAS.

Immigration Advisor Date