
WESTERN MICHIGAN UNIVERSITY

The Graduate College

Underenrollment Permission Form for Graduate Appointees

Enrollment by graduate appointees that is less than full-time is approved in limited circumstances, 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. This form must be completed for each semester or session a student requests permission to underenroll.

Name of Graduate Appointee

Student's WIN

Degree Program

Name of Graduate Advisor

Appointment Information:

Circle the appointment funding level:

Full 3/4 2/3 1/2

Hiring Unit

Indicate the year and circle the semester/session in which you are requesting permission to underenroll (use a separate form for each term):

Year _____ Fall Spring Summer I Summer II

List course number(s) of enrollment and number of hours for this semester/session:

Explain briefly your reason(s) for not meeting the enrollment requirement this semester/session.

Have you been previously underenrolled while on appointment? Which semester(s) and/or sessions(s)?

Student signature Date

Advisor signature Date

Graduate College Action: Approved

Not Approved

Graduate College Date

Please note: FICA regulations and some federal loan deferment regulations require at least half-time enrollment, which for graduate students at WMU is three credit hours during the Fall/Spring semesters and two credit hours during the 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 separate permission to enroll less than full-time from an international student advisor in the Office of International Admissions and Services (IAS). Unless you report to IAS by the second week of each semester for this reason, you might jeopardize your immigration status in the U.S. For more information, please contact IAS at oiss-info@wmich.edu or (269) 387-5866.