
WESTERN MICHIGAN UNIVERSITY

The Graduate College

Underenrollment Permission Form for Graduate Appointees

Underenrollment is granted 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). This form must be completed each semester/session you wish to underenroll.

Name

WIN Number

Degree Program

Graduate Advisor

Appointment Information:

Hiring Unit

Circle the semester/session in which you are requesting permission to underenroll.

Fall Spring Summer I Summer II

Circle the appointment funding level. Full 3/4 2/3 1/2

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 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 FICA tax exemption or to be eligible for loan deferments.

If you are an international student, U.S. immigration regulations require that you obtain a separate permission to enroll less than full-time from an international student advisor in the Office of International Services and Student Affairs (ISSA), 4255 Ellsworth Hall. Unless you report to the ISSA 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 ISSA at oiss-info@wmich.edu.