**REQUEST TO TAKE LESS THAN 8 UNITS**

**Introduction**

Emperor's College of Traditional Oriental Medicine understands that sometimes students must take fewer than 8 units. Students should meet with the Dean of Students to ensure they are making satisfactory academic progress. The maximum time allowable to complete the curriculum is 8 years. Refer to ECTOM Student Manual.

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<th><strong>Student</strong></th>
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<tbody>
<tr>
<td>Name</td>
<td>ID</td>
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I understand that if I continue to take less than 8 units per quarter, that I will not finish the program within the minimum required period of 8 years. This regulation is mandated by the accrediting agency of Oriental Medical schools (ACAOM).

If I have outstanding federal student loans, I understand that the maximum allowable time to be taking less than half time is 180 days. After that you will be in ‘Repayment’ status and must make arrangements with your lender for payment or deferral. You will also have used your 6 month grace period and will be in repayment immediately after graduating or leaving the program.

**Signature**

**Financial Aid?** | Yes | No | **F-1 Visa?** | Yes | No

**Explanation**

**Approved** | **Denied**

|       |       |       |       |       |

**Dean** | **Date**