

## WSUSOM Tuition Cancellation Guidelines

For academic year 2008-2009 the School of Medicine will be switching to a per-credit-hour method of assessing tuition (see attached). The following tuition cancellation guidelines will apply for students who drop courses due to leaves of absence, dismissals, or withdrawals. The deadlines are relative to the scheduled first session of the course, where “Week 1” refers to the first week of the course. **Courses dropped by the deadlines will receive 100% tuition cancellation, and 0% tuition cancellation thereafter.** For leaves of absence, the start date of the leave (and the date of last attendance) will determine the date the course was dropped. For dismissals and withdrawals, the date of the dismissal (or withdrawal) determines the date the course was dropped. Dropped courses, with 0% tuition cancellation, will appear on the transcript with a grade of “W”, indicating a withdraw from the course. Dropped courses, with 100% tuition cancellation, will not appear on the transcript.

	<b>Drop By End of 1<sup>st</sup> Week</b>	<b>Drop By End of 2<sup>nd</sup> Week</b>	<b>Drop By End of 3<sup>rd</sup> Week</b>	<b>Drop By End of 6<sup>th</sup> Week</b>
<b>Year 1 Courses</b>	Clinical Nutrition Genetics	Anatomy Biochemistry Histology Neurosciences Physiology	None	Clinical Medicine I
<b>Year 2 Courses</b>	Pathobiology Psychiatry	Immunology/Microbiology	Pathophysiology	Clinical Medicine II Pharmacology
<b>Year 3 Courses</b>	All 1-month and 2-month clerkships and the Year 3 elective	None	Continuity Clinic Clerkship	None
<b>Year 4 Courses</b>	All required clerkships and electives	None	None	None
<b>Exceptions:</b> Full tuition cancellation will apply for dropped courses due to: 1) Year 1 students approved to change from a full course load to the Modified program; and 2) Year 3 students who enter Special Matriculation due to USMLE Step 1 failure. Dropped courses will not show on the transcript.				

### **Tuition Cancellation – Special Adjustments and Appeals**

The Registrar for the School of Medicine is authorized to make adjustments in the application of tuition assessments when unusual circumstances warrant. Circumstances which may warrant special tuition cancellation are a complete withdrawal for medical reasons, or serious illness or death of an immediate family member. Tuition cannot be cancelled for insufficient funds, undocumented reasons, or reasons within the control of the student. Students who wish to have their requests reviewed must submit a written request to the Registrar, School of Medicine, 1272 Scott Hall, 540 E. Canfield, Detroit, MI 48201. Please provide a comprehensive statement of the facts and a complete description of the resolution you are requesting.