



School of Medicine

Leave of Absence Information Packet

Students are assessed tuition and fees based on a per credit hour system. The typical student is assessed for 50 credit hours. The table below of the following page summarizes the per credit hour course assessment.

WSUSOM Courses and Credit Hours

	Course Number	Course	Credit Hours
Year 1 Courses	5000	Gross Anatomy	12
	5100	Histology/Embryology	6
	5200	Biochemistry	6
	5300	Physiology	6
	5400	Medical Genetics	3
	5500	Clinical Nutrition	3
	5600	Neurosciences	8
	5700	Clinical Medicine I	4
	5720	Translational Medicine 1	2
	5800	<i>Directed Study</i>	Total = 50 1-12
Year 2 Courses	6000	Immunology/Microbiology/ID	10
	6100	Pharmacology	5
	6200	Psychiatry	3
	6300	Pathobiology	5
	6400	Pathophysiology	18
	6500	Clinical Medicine II	7
	6520	Translational Medicine 2	2
	6610	Independent Study (Step 1)	0
	6600	<i>Directed Study</i>	Total = 50 1-12
Year 3 Courses	7000	Continuity Clinic Clerkship	3
	7100	Family Medicine	4
	7200	Internal Medicine	8
	7300	Pediatrics	8
	7400	Surgery	8
	7500	Psychiatry	4
	7600	Ob/Gyn	8
	7700	Neurology	4
	Various*	Elective 1 (Year 3)	3
	7800	<i>Directed Study (Special Matriculation)</i>	Total = 50 1 to 12
	7810	<i>Extended Prep Step 1</i>	0
7815	<i>Elective Placeholder for assessment</i>	3	
Year 4 Courses	8270	Ambulatory	6
	8160	Emergency Medicine	7
	Multiple	Sub-Internship (<i>Medicine 8470, Surgery 9490, Family Med 8210, and Pediatrics 9210</i>)	7
		Elective 2	
	Various*	Elective 3	6
	Various*	Elective 4	6
	Various*	Elective 5	6
	Various*	Elective 6	6
		Total = 50	

Electives are at the 8000 or 9000 level

Tuition Cancellation Guidelines

The following tuition cancellation guidelines will apply for students who drop courses due to leaves of absence. 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 of the course was dropped.

Drop By End of	Year 1 Courses	Year 2 Courses	Year 3 Courses	Year 4 Courses
1st Week	Clinical Nutrition Genetics	Pathobiology Pharmacology Psychiatry	All 1-month and 2-month clerkships and the Year 3 elective	All required clerkships and electives
2nd Week	Anatomy Biochemistry Histology Neurosciences Physiology	Immuno/Micro/ID	None	None
3rd Week	None	Pathophysiology	Continuity Clerkship	None
6th Week	Clinical Med 1 Translational Medicine 1	Clinical Med 2 Translational Medicine 2	None	None
<p>Exceptions: 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.</p>				

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 per university policies. 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, 318 Mazurek Medical Education Commons, 320 E. Canfield, Detroit, MI 48201. Please provide a comprehensive statement of the facts and a complete description of the resolution you are requesting. Use the Request for Medical Withdrawal form (at the end of this packet for medical leaves but submit it to the Medical School Registrar for processing. _

Assessment for Repeated Coursework

Students who are allowed to repeat coursework will be assessed a maximum of \$2500 tuition per repeated course. Year 3 students will have their assessment reduced if only required to repeat a portion of the clerkship. Students will be placed on financial aid probation and the eligibility for federal financial aid will be determined per our Satisfactory Academic Progress policy.

Mandatory Directed Study for Students Repeating Coursework

Students who are repeating coursework in Years 1 or 2 must also enroll in and complete a directed study course. This is a mandatory requirement of the Promotions Committee. The directed study course is designed to enhance a student's study and test-taking skills with the goal of successful completion of remediation and to provide an educational foundation for advancement to the next level of training. The ongoing review of courses already completed successfully is an important component of the directed study. Students will be assessed a minimum of 1 credit hour of directed study and must maintain a minimum of 12 credit hours. Students will receive a grade (Satisfactory or Unsatisfactory) for the course. Students repeating coursework will be placed on financial aid probation for the academic year per the Satisfactory Academic Progress (SAP) policy.

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