



PROGRAM CALENDAR & INFORMATION 2019-2020

FALL TERM 2019 AUG. 26 – DEC. 21, 2019 Registration: July 8 – 26, 2018

Table with columns for Day, Date, and Event. Includes dates for first day of class, last day to enroll, university holiday, fall break, no classes, and official close of term.

JAN TERM 2020 JAN. 6 – JAN. 16, 2020 Registration: November 4-22, 2019

Note: Counseling program will offer a limited number of selected courses during the January Term. Classes meet in the weeklong format from 8:30 a.m. to 5:30 p.m., Monday through Friday.

Table with columns for Day, Date, and Event. Includes dates for last day to enroll, first day of class, last day to drop, and official close of term.

SPRING TERM 2020 JAN. 17 – MAY 16, 2020 Registration: November 4-22, 2019

Table with columns for Day, Date, and Event. Includes dates for first day of class, university holiday, fall break, last day to drop, last day to withdraw, and official close of term.

MAY TERM 2020 MAY 14 - 29, 2020 Registration: April 6 – 24, 2020

Note: Counseling program will offer a limited number of selected courses during the May Term. Classes meet in the weeklong format from 8:30 a.m. to 5:30 p.m., Monday through Friday.

Table with columns for Day, Date, and Event. Includes dates for last day to enroll, first day of class, university holiday, last day to drop, last day of class, and official close of term.

SUMMER TERM 2020 Registration: April 6 – 24, 2020

Note: The summer term consists of three sessions: Dallas Full Session, Dallas First Session (June), and Dallas Second Session (July). Each session has different deadline dates. Counseling will offer a limited number of selected courses during these terms with unique start, end, and deadline dates to accommodate the particular needs of the course.

FULL SUMMER TERM: JUNE 1 – AUGUST 4, 2020

Note: Classes meet in the weekly format for 4 hours, 15 minutes once a week; or in the two-weekend format, Friday from 4:00 to 9:00 p.m. and Saturday/Sunday from 8:30 a.m. to 5:30 p.m.

Table with columns for Day, Date, and Event. Includes dates for first day of class, last day to enroll, university holiday, last day to drop, last day to withdraw, and official close of term.

SUMMER ONE TERM: JUNE 1 – 30, 2020

Note: Classes meet in the weekly format for 4 hours, 15 minutes twice a week; or in the two-weekend format, as listed above.

Table with columns for Day, Date, and Event. Includes dates for first day of class, last day to enroll, last day to drop, last day to withdraw, and last day of class.

SUMMER TWO TERM: JULY 6 – AUGUST 4, 2020

Note: Classes meet in the weekly format for 4 hours, 15 minutes twice a week; or in the two-weekend format, as listed above.

Table with columns for Day, Date, and Event. Includes dates for first day of class, last day to enroll, last day to drop, last day to withdraw, and official close of term.

## TUITION PAYMENT DUE DATES VARY BY TERM

Visit: <http://www.smu.edu/EnrollmentServices/Bursar/DueDates> for the most updated information. **PLEASE NOTE PAYMENT DUE DATES**  
Late payments are subject to a \$150.00 late fee.

## M.S. IN COUNSELING REQUIREMENTS

The Counseling Program is open to persons holding a bachelor's or higher professional degree from an accredited university or college. A completed admissions application and all official academic transcripts from all institutions of higher education are required. Please refer to the application for specifics.

- 63 credit hours of graduate study must be completed within six years of program start date.
- Students may transfer 6 credit hours in related areas from another institution (with Counseling Program approval of coursework) as electives, as long as the work was completed within the past 5 years.
- No transfers will be accepted in lieu of core or required courses.

## REGISTRATION

Registration dates, class schedule, and procedures are emailed to Counseling students about two weeks before the registration period for each term. Schedules are also posted on the website in advance.

## UNIVERSITY FINANCIAL POLICIES

A Counseling student who is financially indebted to the University will not be awarded a diploma or transcript until all financial obligations have been met. Penalty fees are assessed for dishonored checks (\$30) and late payments (\$150). Tuition charges and fees, as well as the tuition deadlines for each term are listed on the Bursar's webpage listed above. Application fees are nonrefundable as is the credit card surcharge of 2.75%. Tuition refunds for Add/Drops and Withdrawals are described below.

## ADD/DROP POLICY

A student who drops a course within the Add/Drop period (see Counseling Program Calendar for dates) will not be charged tuition for the dropped course. The student must complete a change form with the Counseling Program, notifying an instructor of the intent to add/drop does **NOT** constitute an official schedule change. A student who drops a course after the scheduled dates, but remains registered for at least one other course, will **NOT** receive a tuition refund for the dropped course. Students missing more than 2 evening classes or more than 5 hours of a weekend class may have to accept either an Incomplete, withdrawal, or an F depending on the circumstances. **Students using Financial Aid should consult their [Financial Aid representative](#) prior to dropping a course.** To receive a **full** refund, students must submit their request before the first day of the term (not the first day of class).

## WITHDRAWAL POLICY

Students who wish to withdraw from all their courses must notify the Counseling office in writing. Nonattendance or notifying the instructor does not constitute an official withdrawal. A student who officially withdraws (Withdrawal is dropping ALL courses after your registration has been processed) from the University is allowed a refund of tuition (see below for refund schedule).

On or prior to Payment Due Date	100%
1st day through 5th day	90%
6th through 10th day of term	50%
11th through 15th day of term	25%
16th through 20th day of term	10%
After 20th day of term	0%

For Medical Withdrawals, a daily pro-rata refund is allowed. To qualify for Medical Withdrawal, your personal physician must provide a written explanation of the illness to the Director of the SMU Health Center who will, in turn, rule on the case.

## INCOMPLETES

Students who have been granted grades of Incomplete by their instructor must complete the coursework within one calendar year from the date of the original class. Incompletes left open after that time may become a grade of 'F'. A maximum of two (6 hours) concurrently held grades of Incomplete is allowed. Students who accumulate a total of three grades of incomplete will be put on probation and not allowed to enroll further until the total is reduced. A student cannot graduate with any grade of Incomplete.

## ACADEMIC REGULATIONS

Graduate study in Counseling is governed by the academic regulations established for graduate programs in the School of Education and Human Development. The [University Graduate Bulletin](#) contains these regulations.

## SCHOLASTIC AND ACADEMIC RECORDS

A student's permanent record includes all SMU courses attempted, grades assigned, and degrees received. Official transcripts are issued by the Office of the Registrar. Unofficial transcripts, grades, class schedules and account holds may be checked on-line by the student at MY.SMU through <https://my.smu.edu>. In order to use MY.SMU it is necessary to have an ID number and password. The grading system is as follows:

A, A-	4.00 – 3.70 Grade Point Average (GPA)
B+, B, B-	3.30 – 2.70 GPA
C+, C, C-	2.30 – 1.70 GPA – Course must be repeated
D+, D, D-	1.30 – 0.70 GPA – Course must be repeated
I	Incomplete *
W	Withdrawal

\*The grade of Incomplete, if not removed within one calendar year, becomes an "F." All courses attempted for credit on a student's graduate program must average B (3.00) or better, with no grade less than B-(2.70) applying toward the degree.

## ACADEMIC PROBATION

Graduate Students must maintain a cumulative GPA of 3.00. If in any semester a student falls below this GPA, the student will be placed on probation for one term. If at the end of the probationary term the cumulative GPA is not up to 3.00, the student may be removed from the program.

## PROSPECTIVE GRADUATES

Students must notify the Counseling office of intent to graduate and complete an Application for Candidacy to Graduate (ACG) by the deadline given to them by Program Specialist. Academic records will be reviewed at this time to verify that program requirements have been met. A student cannot graduate with a grade of 'Incomplete.' All 'Incompletes' must be resolved (with completed records) by the deadlines established.

## WEATHER POLICY

It is the general policy of the University not to cancel classes except in extreme cases. Please check TV and radio stations for closings. If in doubt, call SMU Info (214) 768-4436. A notice will also be posted on the SMU website: [www.smu.edu](http://www.smu.edu).

*Southern Methodist University does not discriminate on the basis of race, color, national or ethnic origin, sex, age, veteran status, sexual orientation, or disability.*

*Failure to read this bulletin does not excuse students from information or regulations contained within. The University reserves the right to make changes to this bulletin at any time.*