

# SMU Department of Counseling

## PROGRAM CALENDAR & INFORMATION ACADEMIC YEAR 2024-2025

This calendar is a condensed version for the Master's in Counseling Program only. For the most up to date deadlines and University closings, please check the official university calendar on the Registrar's website: <https://www.smu.edu/enrollmentservices/registrar/academiccalendarscoursecatalogs/academiccalendars>. Counseling students will follow the University final exam schedule. The schedule can be found on our website at [www.smu.edu/mastercounseling](http://www.smu.edu/mastercounseling).

### Fall Term 2024

August 26 – December 21, 2024

Registration: April 1 – August 30, 2024

**August 25, Sunday:** Last day to submit a request for cancellation/withdrawal from all courses with no tuition charges (*Students must contact the Counseling program to drop to zero credit hours*).

**August 26, Monday:** First day of classes.

**August 30, Friday:** Last day to enroll, add a course, or drop a course without tuition billing while remaining enrolled for the term. Last day to file for December graduation.

**September 2, Monday:** Labor Day. University offices closed.

**September 9, Monday:** Last day to drop a course or withdraw from the university without academic record ([tuition charges/withdrawal refund schedule applies](#), see Bursar's website for more information).

**October 7-8, Monday-Tuesday:** Fall Break

**November 26, Tuesday:** Last day to drop a course (grade of W) and withdraw from the University (grades of W). (*This date does not apply to courses in which the last class meeting and final exam have occurred. (i.e weekend classes).*)

**November 27, Wednesday:** No classes.

**November 28-29, Thursday-Friday:** Thanksgiving holiday. University offices closed.

**December 9, Monday:** Last day of classes.

**December 12-18, Thursday-Wednesday:** Examinations. (No examinations scheduled for Sunday).

**December 21, Saturday:** December Commencement. Official close of term and conferral of degrees.

**December 23-January 1, Monday-Wednesday:** University closed.

**December 25, Wednesday:** Christmas Day.

### January Term 2025

December 19, 2024 – January 17, 2025

Registration: November 4 – November 22, 2024

*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. – 5:30 p.m., Monday through Friday.*

**January 1, Wednesday:** New Year's Day. University offices closed.

**January 5, Sunday:** Last day to submit a request for cancellation/withdrawal from all courses with no tuition charges (*Students must contact the Counseling program to drop their class*).

**January 5, Sunday:** Last day to enroll, add a course, or drop a course without academic record ([tuition charges apply](#)). Last day to withdraw from the term without academic record([withdrawal refund schedule](#))

[applies](#)).

**January 6, Monday:** First day of classes.

**January 9, Thursday:** Last day to drop a course (grade of W) and withdraw from the University (grades of W). *(Students must contact the Counseling program to drop their class).*

**January 10, Friday:** Last day of classes, including examinations.

**January 17, Friday:** Official close of the term and conferral of degrees.

## Spring Term 2025

January 21 – May 17, 2025

Registration: November 4 – November 22, 2024

**January 20, Monday:** Martin Luther King, Jr. Day. University offices closed.

**January 20, Monday:** Last day to submit a request for cancellation/withdrawal from all courses with no tuition charges *(Students must contact the Counseling program to drop to zero credit hours).*

**January 21, Tuesday:** First day of classes.

**January 27, Monday:** Last day to enroll, add a course, or drop a course without tuition billing while remaining enrolled for the term.

**February 3, Monday:** Last day to drop a course or withdraw from the university without academic record ([tuition charges/withdrawal refund schedule applies](#), see Bursar's website for more information). *(Students must contact the Counseling program to drop their class).*

**March 17-23, Monday-Sunday: Spring break**

**April 18, Friday: Good Friday. University offices closed.**

**April 28, Monday:** Last day to drop a course (grade of W) and withdraw from the University (grades of W). *(This date does not apply to courses in which the last class meeting and final exam have occurred (i.e. weekend classes).)*

**May 6, Tuesday:** Last day of classes.

**May 14, Wednesday:** Final Day of Exams.

**May 17, Saturday:** May Commencement. Official close of term and conferral of degrees.

## May Term 2025

May 15 – 31, 2025

Registration: March 31, 2025 – April 18, 2025

*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. – 5:30 p.m., Monday through Friday and sometimes in the two-weekend format, Friday from 4:00 p.m. to 9:00 p.m., Saturday and Sunday from 8:30 a.m. to 5:30 p.m. Please check course schedule for class offerings*

**May 14, Thursday:** Last day to submit a request for cancellation/withdrawal from all courses with no tuition charges. *(Students must contact the Counseling program to drop their class).*

**May 15, Thursday:** Last day to enroll, add a course, or drop a course without academic record ([tuition charges apply](#)). Last day to withdraw from the term without academic record ([withdrawal refund schedule applies](#)).

**May 15, Thursday:** First Day of Class.

**May 26, Monday:** Memorial Day. University offices closed.

**May 27, Tuesday:** Last day to drop a course (grade of W) and withdraw from the University (grades of W). *(Students must contact the Counseling program to drop their class).*

**May 30, Friday:** Last day of classes, including examinations.

**May 31, Saturday:** Official close of term and conferral of degrees.

## Summer Term 2025

June 2 – August 5, 2025

Registration: March 31, 2025 – April 18, 2025

The summer term consists of four primary sessions: Dallas Full Session, Dallas First Session (June), and Dallas Second Session (July). Each primary session has different deadline dates. The Counseling program offers a limited number of selected courses during the Summer Term, June 3 – August 6, with unique start, end, deadline dates, and class meeting times to accommodate the particular needs of the course.

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

### Dallas First Session (June)

June 2 – July 1, 2025

Registration: March 31, 2025 – April 18, 2025

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

**June 1, Sunday:** Last day to submit a request for cancellation/withdrawal from all courses with no tuition charges. (Students must contact the Counseling program to drop their class).

**June 2, Monday:** First day of classes.

**June 3, Tuesday:** Last day to enroll, add courses or drop courses without academic record ([tuition charges apply](#)). Last day to withdraw from the session without academic record ([withdrawal refund schedule applies](#)).

**June 25, Wednesday:** Last day to drop a course (grade of W) and withdraw from the University (grades of W). (Students must contact the Counseling program to drop their class).

**July 1, Tuesday:** Last day of classes, including examinations.

**July 4, Friday:** Independence Day. University offices closed.

**August 5, Tuesday:** Official close of term and conferral of degrees.

### Dallas Second Session (July)

July 7 – August 5, 2024

Registration: March 31, 2025 – April 18, 2025

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

**July 6, Sunday:** Last day to submit a request for cancellation/withdrawal from all courses with no tuition charges. (Students must contact the Counseling program to drop their class).

**July 7, Monday:** First day of classes.

**July 8, Tuesday:** Last day to enroll, add a course, or drop a course without academic record ([tuition charges apply](#)). Last day to withdraw from the session without academic record ([withdrawal refund schedule applies](#)).

**July 30, Wednesday:** Last day to drop a course (grade of W) and withdraw from the University (grades of W). (Students must contact the Counseling program to drop their class).

**August 5, Tuesday:** Last day of classes, including examinations. Official close of term and conferral of degree.

## **Dallas Full Session**

**June 2 – August 5, 2024**

**Registration: March 31, 2025 – April 18, 2025**

**June 1, Sunday:** Last day to submit a request for cancellation/withdrawal from all courses with no tuition charges. (Students must contact the Counseling program to drop their class(es)).

**June 2, Monday:** First day of classes.

**June 5, Thursday:** Last day to enroll, add courses, or drop courses without academic record ([tuition charges apply](#)). Last day to withdraw from the session without academic record ([withdrawal refund schedule applies](#)).

**July 4, Thursday:** Independence Day. University offices closed.

**July 30, Wednesday:** Last day to drop a course (grade of W) and withdraw from the University (grades of W). (Students must contact the Counseling program to drop their class).

**August 5, Tuesday:** Last day of classes, including examinations. Official close of term and conferral of degrees.

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### **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 program website for a complete list of requirements. <https://www.smu.edu/Simmons/Academics/Counseling/MS-Counseling/Admission-Financial-Information>

- 63 credit hours of graduate study must be completed within six years of program start date.
- Students may transfer 6 credit hours from a CACREP accredited program (with Counseling Program approval of coursework), as long as the work was completed within the past 5 years.
- Clinical courses will not be approved for transfer.

### **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. Registration dates are listed on this Program Calendar.

### **Add/Drop Policy**

Please refer to the University's Academic Calendar for all add/drop deadlines.

<https://www.smu.edu/EnrollmentServices/registrar/AcademicCalendarsCourseCatalogs/AcademicCalendar>

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. **To receive a full refund, students must submit their request prior to the first day of the term (not the first day of class).** Please refer to the Bursar's website for the refund schedule for each semester.

<https://www.smu.edu/EnrollmentServices/bursar/CostofAttendance/WithdrawalCancellationInfo>

### **Withdrawal Policy**

Students who wish to withdraw from all their courses must notify the Counseling office in writing. Non-attendance or notifying the instructor does not constitute an official withdrawal. A student who officially cancels his or her enrollment or withdraws (drops ALL courses after registration has been processed) from the University is charged only a portion of tuition and fees based on the effective date of the cancellation or withdrawal. Please refer to the Bursar's website for the refund schedule for each semester.

<https://www.smu.edu/EnrollmentServices/bursar/CostofAttendance/WithdrawalCancellationInfo>

*Student who wish to pursue a Medical Withdrawal should click **HERE** for information regarding this process. Medical withdrawals provide a pro rata refund of tuition and fees and have conditions that must be met prior to re-enrollment at SMU. Medical withdrawals can only be authorized by a licensed physician or psychologist/ counselor in the SMU Health Center. The University does not grant retroactive medical withdrawals. The last day you can request a medical withdrawal is the last day of class instruction of the semester/term from when you are requesting to withdraw.*

## **Tuition & Payment Due Dates vary by Term**

For cost of attendance visit: <https://www.smu.edu/EnrollmentServices/bursar/CostofAttendance>

For tuition due dates, visit: <http://www.smu.edu/EnrollmentServices/Bursar/DueDates>

Late payments are subject to a \$150.00 late fee.

## **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 above.

Students using Financial Aid should consult their [Financial Aid representative](#) prior to dropping a course.

## **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. Students are responsible for knowing the information contained therein.

## **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 online by the student at my.SMU through <https://my.smu.edu>. In order to use my.SMU it is necessary to have an SMU 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 submit their signed Practicum/Conferral Eligibility & Verification Form to the Counseling office, by the stated deadline to be eligible to complete an Application for Candidacy to Graduate (ACG). Students must complete their ACG by the deadline given to them by the Program Specialist. 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.***