



Program in Counseling

Where the Pieces Come Together



SMU

ANNETTE CALDWELL SIMMONS
SCHOOL OF EDUCATION
& HUMAN DEVELOPMENT

ACADEMIC CALENDAR & INFORMATION 2016-2017

FALL TERM 2016: AUGUST 1 - OCTOBER 7, 2016

Registration: July 11 - July 22, 2016

Mon.	May 16	Last day for new students to apply for Fall Term
Tuition Due: http://www.smu.edu/EnrollmentServices/Bursar/DueDates		
Monday	Aug. 1	First day of Instruction
Friday	Aug. 5	Last day to Add/Drop/Enroll w/o grade record or billing
Monday	Sept. 5	University Holiday
Monday	Sept. 12	Last day to Drop/Withdraw from the University
Mon.-Fri.	Oct. 3-7	Final Examinations/Last day of instruction

JAN TERM 2017: OCTOBER 17, 2016 - JANUARY 6, 2017

Registration: September 26 – October 7, 2016

Mon.	July 25	Last day for new students to apply for JAN Term
Tuition Due: http://www.smu.edu/EnrollmentServices/Bursar/DueDates		
Monday	Oct. 17	First day of Instruction
Friday	Oct. 21	Last day to Add/Drop/Enroll w/o grade record or billing
Thurs-Fri.	Nov. 24-25	University Holiday
Monday	Dec. 5	Last day to Drop/Withdraw from the University
Fri.	Dec. 23	University Closed
Mon.-Fri.	Dec. 26-30	University Closed
Mon.-Fri.	Jan. 2-6	Final Examinations/Last day of instruction

SPRING TERM 2017: JANUARY 17 – MARCH 24, 2017

Registration: January 2 – 13, 2017

Mon.	Sept. 26	Last day for new students to apply for Spring Term
Tuition Due: http://www.smu.edu/EnrollmentServices/Bursar/DueDates		
Monday	Jan. 16	University Holiday
Tuesday	Jan. 17	First day of Instruction
Friday	Jan. 20	Last day to Add/Drop/Enroll w/o grade record or billing
Monday	Mar. 6	Last day to Drop/Withdraw from the University
Mon.-Fri.	Mar. 20-24	Final Examinations/Last day of instruction

MAY TERM 2017: APRIL 3 - JUNE 9, 2017

Registration: March 13 - 24, 2017

Mon.	Jan. 9	Last day for new students to apply for May Term
Tuition Due: http://www.smu.edu/EnrollmentServices/Bursar/DueDates		
Monday	April 3	First day of Instruction
Friday	April 7	Last day to Add/Drop/Enroll w/o grade record or billing
Friday	April 14	University Holiday
Friday	May 26	Last day to Drop/Withdraw from the University
Monday	May 29	University Holiday
Mon.-Fri.	June 5-9	Final Examinations/Last day of instruction

SUMMER TERM 2017: JUNE 12 - JULY 14, 2017

Registration: May 30 – June 9, 2017

Tuition Due: http://www.smu.edu/EnrollmentServices/Bursar/DueDates		
Monday	June 12	First day of instruction
Friday	June 16	Last day to Add/Drop/Enroll w/o grade record or billing
Monday	July 3	Last day to Drop/Withdraw from the University
Tuesday	July 4	University Holiday
Mon.-Fri.	July 10-14	Final Examinations/Last day of Instruction

Official University Holidays and Closings

Year 2016:

September 5, November 24-25, December 23-30

Year 2017:

January 16, April 14, May 29, July 4

MASTER OF SCIENCE REQUIREMENTS

- 60 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 long as the work was done within the past 5 years.

ADDITIONAL INFORMATION

The Master of Science in Counseling is open to persons holding a bachelor's or higher professional degree from an accredited university or college. A completed admissions application and an official academic transcript from the institution which awarded his/her bachelor's degree are required. Please refer to the application for specifics.

GRADUATE COUNCIL

The Graduate Council of the School of Education and Human Development serves as the governing body for the Master's in Counseling degree. The Council approves courses and academic policies and regularly evaluates course content and instruction.

UNIVERSITY FINANCIAL POLICIES

Any student who is financially indebted to the University will not be awarded a degree until all financial obligations have been met. The Cashier may cancel the registration of any student with a delinquent account. Penalty fees are assessed for dishonored checks (\$30), administrative drops for non-attendance (\$25), late registration (\$50) and late payment (\$150.00 for balances between \$1,000 and \$5,000; \$750 for balances over \$5,000 up to a max of 3%). Tuition charges are listed in the registration materials and due at the time of registration in the form of a check (payable to SMU), eCheck or a MasterCard, Discover or American Express credit card payment. Application fees are nonrefundable; tuition refunds for Add/Drops and Withdrawals are described below.

ADD/DROP POLICY

To Add/Drop a course, a student must complete a Schedule Change Form. Notifying an instructor of the intent to Add/Drop does **not** constitute an official schedule change. A student who drops a course within the Add/Drop period (see Calendar for dates) will not be charged tuition for the dropped course. 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.

WITHDRAWAL POLICY

Students who wish to withdraw from all their courses must complete a *Withdrawal Form*. 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 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.

SEMINARS / INTER-TERM

Seminar classes are those classes that fall outside the normal schedule of one class each week for 10 weeks, e.g., weekend and weeklong courses. Student cancellations/withdrawals and refunds for seminars are subject to the published EHD Adjustment Calendar. To receive a full refund, students must submit their requests before the first day of classes for the TERM (not the first day of the seminar). Students who receive financial aid should contact their financial aid counselor before seeking to drop or withdraw from a seminar course. If for some unforeseen reason the department must cancel a seminar/weeklong class, students will be notified at least two weeks before the first day of the seminar, and tuition for the course will be refunded in full.

Refund Schedule: Fall, Jan, Spring & May

On or prior to payment due date	100%
1 st day through 5 th day of term	90%
6 th through 10 th day of term	50%
11 th through 15 th day of term	25%
16 th through 20 th day of term	10%
After the 20 th day of term	-0-

Refund Schedule: Summer

On or prior to payment due date	100%
1 st through 2 nd day of term	50%
After the 2 nd day of term	-0-

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 ACCESS.SMU through www.smu.edu. In order to use ACCESS.SMU, it is necessary to have an ID number and password. The password will be mailed to you at the time of admission. The grading system is as follows:

A, A-	4.00 – 3.70 Grade Point Average
B+, B, B-	3.30 – 2.70 Grade Point Average
C+, C,	2.30 – 2.00 Grade Point Average
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 C (2.00) 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 term of probation the cumulative GPA is not up to 3.00, the student will be removed from the program.

PROSPECTIVE GRADUATES

Students must notify the office of intent to graduate during the term before completion of program requirements. An Application to Graduate form must be filed by the date designated on the Calendar. Academic records will be reviewed at this time to verify that program requirements have been met. All "Incompletes" must be resolved (with completed records) by the deadlines indicated.

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 and/or www.smu.edu/plano.

Failure to read this bulletin does not excuse students from adhering to or being subject to the information or regulations contained within. The University reserves the right to make changes in this bulletin at anytime.

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