Program in Counseling

ACADEMIC CALENDAR & INFORMATION 2017-2018

FALL TERM 2017: AUGUST 7, 2017 - OCTOBER 13, 2017
Registration: July 17 - July 28, 2017

- Mon. April 24  Last day for new students to apply for Fall Term
- Tuition Due:  http://www.smu.edu/EnrollmentServices/Bursar/DueDates
- Monday Aug. 7  First day of Instruction
- Friday Aug. 11  Last day to Add/Drop/Enroll w/o grade record or billing
- Monday Sept. 4  University Holiday
- Monday Sept. 25  Last day to Drop/Withdraw from the University
- Friday Oct. 13  Final Examinations/Last day of instruction

WINTER TERM 2018: OCTOBER 23, 2017 – JAN. 12, 2018
Registration: October 2 - 13, 2017

- Mon. July 24  Last day for new students to apply for JAN Term
- Tuition Due:  http://www.smu.edu/EnrollmentServices/Bursar/DueDates
- Monday Oct. 23  First day of Instruction
- Friday Oct. 27  Last day to Add/Drop/Enroll w/o grade record or billing
- Thurs.-Fri. Nov. 23-24  University Holiday
- Monday Dec. 11  Last day to Drop/Withdraw from the University
- Mon.-Fri. Dec. 25-29  University Closed
- Monday Jan. 1  University Closed
- Fri. Jan. 12  Final Examinations/Last day of instruction

SPRING TERM 2018: JAN. 22, 2018 - MARCH 29, 2018
Registration: January 2 - 12, 2018

- Mon. Sept. 25  Last day for new students to apply for Spring Term
- Tuition Due:  http://www.smu.edu/EnrollmentServices/Bursar/DueDates
- Monday Jan. 15  University Holiday
- Monday Jan. 22  First day of Instruction
- Friday Jan. 26  Last day to Add/Drop/Enroll w/o grade record or billing
- Monday Mar. 12  Last day to Drop/Withdraw from the University
- Thursday Mar. 29  Final Examinations/Last day of instruction
- Friday Mar. 30  University Holiday

MAY TERM 2018: APRIL 9, 2018 - JUNE 15, 2018
Registration: March 19 - 30, 2018

- Mon. Jan. 8  Last day for new students to apply for May Term
- Tuition Due:  http://www.smu.edu/EnrollmentServices/Bursar/DueDates
- Monday April 9  First day of Instruction
- Friday April 13  Last day to Add/Drop/Enroll w/o grade record or billing
- Monday May 28  University Holiday
- Tuesday May 29  Last day to Drop/Withdraw from the University
- Friday June 15  Final Examinations/Last day of instruction

SUMMER TERM 2018: JUNE 18, 2018 - JULY 20, 2018
Registration: June 4 - 15, 2018

- Tuition Due:  http://www.smu.edu/EnrollmentServices/Bursar/DueDates
- Monday June 18  First day of instruction
- Wednesday July 4  University Holiday
- Friday July 9  Last day to Add/Drop/Enroll w/o grade record or billing
- Monday July 9  Last day to Drop/Withdraw from the University
- Friday July 20  Final Examinations/Last day of Instruction

Official University Holidays and Closings

Year 2017:
- September 4, November 23-24, December 25-29

Year 2018:
- January 1, January 15, March 30, May 28, July 4

MASTER OF SCIENCE REQUIREMENTS

- 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 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 provided a diploma or transcript of their academic record until all financial obligations have been met. The University Bursar’s Office 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 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%
1st through 5th day of term 90%
6th through 10th day of term 50%
11th through 15th day of term 25%
16th through 20th day of term 10%
After the 20th day of term 0%

Refund Schedule: Summer
On or prior to payment due date 100%
1st through 2nd day of term 50%
After the 2nd 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 my.SMU through www.smu.edu. In order to use my.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:

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<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>GPA</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00 – 3.70</td>
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<tr>
<td>A-</td>
<td>4.00 – 3.70</td>
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<td>F</td>
<td>0.00 – 0.00</td>
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<td>I</td>
<td>Incomplete *</td>
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<td>W</td>
<td>Withdraw</td>
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*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 “Incomplete” 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 any time.

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