



### ACADEMIC CALENDAR & INFORMATION 2016-2017

#### FALL TERM: AUG. 1 – OCT. 7, 2016

Registration: July 11 - 22

Monday	Aug. 1	First day of Instruction
Friday	Aug. 5	Last day to Add/Drop regular courses without grade record or billing
Friday	Aug. 19	Deadline to apply for December Masters Graduation
Monday	Sept. 5	University Holiday
Monday	Sept. 12	Last day to withdraw from Univ.

#### JAN TERM: OCT. 17 – JAN. 6, 2017

Registration: September 26 - October 7

Monday	Oct. 17	First day of Instruction
Friday	Oct. 21	Last day to Add/Drop regular courses without grade record or billing
Thurs.-Fri.	Nov. 24-25	University Holiday
Monday	Dec. 5	Last day to withdraw from Univ.
Saturday	Dec. 17	December Graduation
Mon. – Fri.	Dec. 26-Jan. 1	University Holiday

#### SPRING TERM: JAN. 17 – MAR. 24, 2017

Registration: January 2 - 13

Monday	Jan. 16	University Holiday
Tuesday	Jan. 17	First day of Instruction
Friday	Jan. 20	Last day to Add/Drop regular courses without grade record or billing
Friday	Jan. 20	Last day to apply for May Masters Graduation
Monday	Mar. 6	Last day to withdraw from Univ.

#### MAY TERM: APRIL 3 - JUNE 9, 2017

Registration: March 13 - 24

Monday	April 3	First day of instruction
Friday	April 7	Last day to Add/Drop regular courses without grade record or billing
Friday	April 14	University Holiday
Fri-Sat	May 19-20	May Graduation
Monday	May 29	University Holiday
Monday	June 5	Last day to file for August Masters Graduation

#### SUMMER TERM: JUNE 12 - JULY 14, 2017

Registration: May 29 – June 9

Monday	June 12	First day of instruction
Friday	June 16	Last day to Add/Drop regular courses without grade record or billing
Monday	July 3	Last day to withdraw from Univ.
Tuesday	July 4	University Holiday

**TUITION PAYMENT DUE DATES VARY BY TERM, PLEASE GO TO:**

<http://www.smu.edu/EnrollmentServices/Bursar/DueDates>  
for the most updated information

### INFORMATION & ACADEMIC CALENDAR

The Graduate Certificate Program 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. Applicants to the Master of Arts degree must meet additional requirements. Please refer to the application for specifics.

### CERTIFICATE REQUIREMENTS

- 21 credit hours of graduate study must be completed within three years of program start date.
- All students are required to complete:  
Psychology of Conflict  
Mediation and Dispute Resolution  
Negotiation and Dispute Resolution

### MASTER OF ARTS REQUIREMENTS

- 42 credit hours of graduate study must be completed within six years of program start date.
- In addition to the above core classes, Master's students are required to complete:  
Foundations of American Legal Systems or  
Communication and Dispute Resolution  
Practicum or Corporate Internship  
Research Methods

### REGISTRATION

Registration dates, class schedule, tuition/fees, and procedures are emailed to DR students five times a year—in December, March, May, July, and October. Schedules are also posted on the website. **Tuition payments can be made on line through SMUpay using MASTERCARD, DISCOVER, AND AMERICAN EXPRESS (all with service fee added) or eCheck (no fee). PLEASE NOTE PAYMENT DUE DATES** Late payments are subject to a \$150.00 late fee.

## 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 will be removed from the program.

## UNIVERSITY FINANCIAL POLICIES

A DR student who is financially indebted to the University will not be awarded a certificate or transcript until all financial obligations have been met. Penalty fees are assessed for dishonored checks (\$30) and late payments (\$150). Tuition charges are listed in the registration materials and due on the dates shown for each term in the form of a check (payable to SMU), eCheck or a MasterCard, Discover or American Express credit card payment. Application fees are nonrefundable as is the credit card surcharge of 2.75%.

## ADD/DROP POLICY

A student who drops a course within the Add/Drop period (see DR 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. Please note the separate drop policies for seminar-format classes below. **Students missing more than 2 evening classes or more than 5 hours of a weekend seminar class will have to accept either an Incomplete, withdrawal, or an F depending on the circumstances.**

## SEMINARS

Classes in seminar format (two-weekends, hybrids, one week intensives) are subject to a different drop withdrawal policy. **PLEASE NOTE: Drops or withdrawals must be received no later than two weeks prior to the start date of a seminar format class to receive a refund.** In the event that a seminar class does not make, students will be notified two weeks prior to start date and all tuition money will be refunded.

## WITHDRAWAL POLICY

Students who wish to withdraw from all their courses must notify the Dispute Resolution office at 972-473-3435. Nonattendance or notifying the instructor does not constitute an official withdrawal. The following is a representative schedule of tuition refund policies for withdrawals:

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

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

## 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. Once a student commits to re-take a class to make up an Incomplete, the same course drop/withdrawal policies and provisions are in effect.

## 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](http://www.smu.edu). In order to use ACCESS 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
B+, B, B-	3.30 – 2.70 Grade Point Average
C+, C, C-	2.30 – 1.70 Grade Point Average
D+M, DM, D-M	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 C - (1.70) applying toward the certificate or the degree.

## PROSPECTIVE GRADUATES

Students must notify the DR office of intent to graduate and complete an Application for Candidacy to Graduate by the date stipulated below. 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.'

### To Qualify for May Graduation:

1. Submit Application to Graduate form by January 20th
2. Complete all coursework by the end of Spring Term

### To Qualify for August Graduation:

1. Submit Application to Graduate form by June 5th
2. Complete all coursework by the end of Summer Term

### To Qualify for December Graduation:

1. Submit Application to Graduate form by August 19th
2. Complete all coursework by the end of Fall Term

## 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).

*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.*