## 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.

### Refund Schedule: Fall, Jan, Spring & May

| | |
|---|---|
| On or prior to payment due date | 100% |
| 1st day 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- |

### Summer

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

## SEMINARS

Classes in seminar format are subject to a different drop withdrawal policy. Students will be notified if the class does not make two weeks prior to start date. All money will be refunded. Drops or withdrawals must be received no later than **two weeks** prior to start date to receive a refund.

## 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 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.*