Program in Counseling

Where the Pieces Come Together

SMU Annette Caldwell Simmons School of Education & Human Development

Academic Calendar & Information 2013-2014

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.

Fall Term: August 5 - October 11, 2013

Registration: July 15 - July 26, 2013

Mon.	April 29	Last day for new students to apply for Fall Term
Refer to Bursar's Website:		**Payment due date**
Mon.	Aug. 5	First day of Instruction
Fri.	Aug. 9	Last day to Add/Drop/Enroll w/o grade record or billing
Mon.	Sept. 2	*University Holiday*
Mon.	Sept. 16	Last day to Withdraw from the University
Mon.-Fri.	Oct. 7-11	Final Examinations/Last day of instruction

Winter Term: October 21, 2013 - January 10, 2014

Registration: September 30 – October 11, 2013

Mon.	August 5	Last day for new students to apply for Winter Term
Refer to Bursar's Website:		**Payment due date**
Mon.	Oct. 21	First day of Instruction
Fri.	Oct. 25	Last day to Add/Drop/Enroll w/o grade record or billing
Thurs-Fri.	Nov. 28-29	*University Holiday*
Mon.	Dec. 9	Last day to Withdraw from the University
Tues.-Sun.	Dec. 24-29	*University Closed*
Mon.-Wed.	Dec. 30-Jan. 1	*University Closed*
Mon.-Fri.	Jan. 6-10	Final Examinations/Last day of instruction

Spring Term: January 21 – March 28, 2014

Registration: January 2 – 14, 2013 (Thurs - Tues)

Wed.	Aug. 28	Priority deadline/students applying for Spring Term
Mon.	Oct. 7	Last day for new students to apply for Spring Term
Mon.-Tues.	12/ 31 - 1/1	*University Closed*
Refer to Bursar's Website:		**Payment due date**
Mon.	Jan. 20	*University Holiday*
Tues.	Jan. 21	First day of Instruction
Fri.	Jan. 24	Last day to Add/Drop/Enroll w/o grade record or billing
Mon.	Mar. 10	Last day to Withdraw from the University
Mon.-Fri.	Mar. 24-28	Final Examinations/Last day of instruction

May Term: April 7 - June 13, 2014

Registration: March 17 - 28, 2013

Mon.	Jan. 6	Last day for new students to apply for May Term
Refer to Bursar's Website:		**Payment due date**
Mon.	April 7	First day of Instruction
Fri.	April 11	Last day to Add/Drop/Enroll w/o grade record or billing
Friday	April 18	*University Holiday*
Mon.	May 26	*University Holiday*
Fri.	May 30	Last day to Withdraw from the University
Mon.-Fri.	June 9-13	Final Examinations/Last day of instruction

Summer Term: June 16 - July 18. 2014

Registration: June 3 – 14, 2013

Refer to Bursar's Website:		**Payment due date**
Mon.	June 16	First day of instruction
Fri.	June 20	Last day to Add/Drop/Enroll w/o grade record or billing
Friday	July 4	*University Holiday*
Monday	July 7	Last day to Withdraw from the University
Mon.-Fri.	July 14-18	Final Examinations/Last day of Instruction

Official University Holidays and Closings

Year 2013:
September 2, November 28-29, December 24-January 1
Year 2014:
January 1, January 20, April 18, May 26, & 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%
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-

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 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.

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