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 <u>full</u> 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/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.