FALL TERM 2022
AUG. 22 – DEC. 17, 2022
Registration: April 4 – 22, 2022

Monday Aug. 22
First day of class

Friday Aug. 26
Last day to enroll/add/drop regular courses without billing

Friday Sept. 2
Last day to drop/withdraw without academic record (refund schedule applies)

Monday Sept. 5
University Holiday

Mon-Tue Oct. 10-11
Fall Break

Friday Nov. 4
Last day to drop (grade of W)

Tuesday Nov. 22
Last day to withdraw from University

Wednesday Nov. 23
No Classes

Thurs-Fri Nov. 24-25
University Holiday

Monday Dec. 5
Last day of class

Wednesday Dec. 14
Final day of exams

Saturday Dec. 17
Official close of term, degree conferral, December Commencement

Fri—Mon Dec. 23-Jan 2
University Holiday

JAN TERM 2023
JAN. 9 – JAN. 13, 2023
Registration: October 31 — Nov. 18, 2022

Note: Counseling program will offer a limited number of selected courses during the January Term. Classes meet in the weeklong format from 8:30 a.m. to 5:30 p.m., Monday through Friday.

Sunday Jan. 8
Last day to enroll/add/drop

Monday Jan. 9
First day of class

Thursday Jan. 12
Last day to drop a course withdraw from University (grade of W)

Friday Jan. 13
Last day of class (includes exam)

Friday Jan. 13
Official close of term, degree conferral

SPRING TERM 2023
JAN. 17 – MAY 14, 2022
Registration: October 31—Nov. 18, 2022

Monday Jan. 16
University Holiday

Tuesday Jan. 17
First day of class

Monday Jan. 23
Last day to enroll/add/drop regular courses without billing

Monday Jan. 30
Last day to drop/withdraw without academic record

Mon-Sun Mar. 13-19
Spring Break

Wednesday April 5
Last day to drop (grade of W)

Friday April 7
University Holiday (Good Friday)

Monday April 10
Last day to withdraw from University

Tuesday May 2
Last day of class

Wednesday May 10
Final day of exams

Saturday May 13
Official close of term, degree conferral, May Commencement

MAY TERM 2023
MAY 16 - 27, 2023
Registration: April 3 – 21, 2023

Note: Counseling program will offer a limited number of selected courses during the May Term. Classes meet in the weeklong format from 8:30 a.m. to 5:30 p.m., Monday through Friday.

Monday May 11
Last day to enroll/add/drop

Monday May 22
First day of class

Friday May 26
Last day of class (includes exams)

Saturday May 27
Official close of term, degree conferral

Monday May 29
University Holiday

SUMMER TERM 2023
Registration: April 3 – 21, 2023

Note: The summer term consists of three sessions: Dallas Full Session, Dallas First Session (June), and Dallas Second Session (July). Each session has different deadline dates. Counseling will offer a limited number of selected courses during these terms with unique start, end, and deadline dates to accommodate the particular needs of the course.

FULL SUMMER TERM: MAY 30 – JULY 31, 2023
Note: Classes meet in the weekly format for 4 hours, 15 minutes once a week; or in the two-weekend format, Friday from 4:00 to 9:00 p.m. and Saturday/ Sunday from 8:30 a.m. to 5:30 p.m.

Tuesday May 30
First day of Class

Friday June 2
Last day to enroll/add/drop

Monday July 4
University Holiday (observed)

Wednesday July 19
Last day to drop (grade of W)

Tuesday July 25
Last day to withdraw from University

Monday July 31
Last day of class (includes exams), Official close of term, degree conferral

SUMMER ONE TERM: MAY 30 – JUNE 28, 2023
Note: Classes meet in the weekly format for 4 hours, 15 minutes twice a week; or in the two-weekend format, as listed above.

Tuesday May 30
First day of class

Wednesday May 31
Last day to Enroll/Add/Drop

Wednesday June 21
Last day to drop (grade of W)

Thursday June 22
Last day to withdraw from Univ.

Wednesday June 28
Last day of class (includes exams)

Monday July 31
Official close of term, degree conferral

SUMMER TWO TERM: JUNE 29 – JULY 31, 2023
Note: Classes meet in the weekly format for 4 hours, 15 minutes twice a week; or in the two-weekend format, as listed above.

Thursday June 29
First day of class

Friday June 30
Last day to Enroll/Add/Drop

Monday July 4
University Holiday (observed)

Friday July 21
Last day to drop (grade of W)

Tuesday July 25
Last day to withdraw from Univ.

Monday July 31
Last day of class (includes exams)

Monday July 31
Official close of term, degree conferral
TUITION PAYMENT DUE DATES VARY BY TERM
Visit: http://www.smu.edu/EnrollmentServices/Bursar/DueDates for the most updated information. Late payments are subject to a $150.00 late fee.

M.S. IN COUNSELING REQUIREMENTS
The Counseling Program is open to persons holding a bachelor’s or higher professional degree from an accredited university or college. A completed admissions application and all official academic transcripts from all institutions of higher education are required. Please refer to the application for specifics.

- 63 credit hours of graduate study must be completed within six years of program start date.
- Students may transfer 6 credit hours from a CACREP accredited program (with Counseling Program approval of coursework), as long as the work was completed within the past 5 years.
- Clinical courses will not be approved for transfer.

REGISTRATION
Registration dates, class schedule, and procedures are emailed to Counseling students about two weeks before the registration period for each term. Schedules are also posted on the website in advance.

UNIVERSITY FINANCIAL POLICIES
A Counseling student who is financially indebted to the University will not be awarded a diploma or transcript until all financial obligations have been met. Penalty fees are assessed for dishonored checks ($30) and late payments ($150). Tuition charges and fees, as well as the tuition deadlines for each term are listed on the Bursar’s webpage listed above. Application fees are nonrefundable as is the credit card surcharge of 2.75%. Tuition refunds for Add/Drops and Withdrawals are described below.

ADD/DROP POLICY
A student who drops a course within the Add/Drop period (see Counseling Program Calendar for dates) will not be charged tuition for the dropped course. The student must complete a change form with the Counseling Program, notifying an instructor of the intent to add/drop does NOT constitute an official schedule change. 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. Students missing more than 2 evening classes or more than 5 hours of a weekend class may have to accept either an Incomplete, withdrawal, or an F depending on the circumstances. Students using Financial Aid should consult their Financial Aid representative prior to dropping a course. To receive a full refund, students must submit their request prior the first day of the term (not the first day of class).

WITHDRAWAL POLICY
Students who wish to withdraw from all their courses must notify the Counseling office in writing. Nonattendance or notifying the instructor does not constitute an official withdrawal. A student who officially cancels his or her enrollment or withdraws (drops ALL courses after registration has been processed) from the University is charged only a portion of tuition and fees based on the effective date of the cancellation or withdrawal. Please refer to the Bursar’s website (https://www.smu.edu/EnrollmentServices/bursar/CostofAttendance/WithdrawalCancellationInfo) for the refund schedule for each semester.

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.

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 https://my.smu.edu. In order to use MY.SMU it is necessary to have an ID number and password. The grading system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 – 4.30 Grade Point Average (GPA)</td>
</tr>
<tr>
<td>B</td>
<td>3.00 – 3.29</td>
</tr>
<tr>
<td>C</td>
<td>2.00 – 2.29</td>
</tr>
<tr>
<td>D</td>
<td>1.00 – 1.69</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>

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 B-(2.70) 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 probationary term the cumulative GPA is not up to 3.00, the student may be removed from the program.

PROSPECTIVE GRADUATES
Students must notify the Counseling office of intent to graduate and complete an Application for Candidacy to Graduate (ACG) by the deadline given to them by Program Specialist. 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.’ All ‘Incompletes’ must be resolved (with completed records) by the deadlines established.

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.

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

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.