



SMU | SIMMONS

SCHOOL OF EDUCATION &  
HUMAN DEVELOPMENT

COUNSELING GRADUATE STUDIES

## PROGRAM CALENDAR & INFORMATION 2022-2023

*\*Note: Beginning Fall 2022, Counseling students will follow the University final exam schedule. The schedule can be found at [smu.edu/EnrollmentServices/registrar/Enrollment/FinalExamSchedule](http://smu.edu/EnrollmentServices/registrar/Enrollment/FinalExamSchedule)*

### 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       | <b>University Holiday</b>   |
| Mon-Tues  | Oct. 10-11    | <b>Fall Break</b>   |
| Friday    | Nov. 11       | Last day to drop (grade of W)   |
| Tuesday   | Nov. 22       | Last day to withdraw from University  |
| Wednesday | Nov. 23       | <b>No Classes</b>   |
| Thurs-Fri | Nov. 24-25    | <b>University Holiday</b>   |
| 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 | <b>University Holiday</b>   |

### 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    | <b>University Holiday</b>                                   |
| 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 | <b>Spring Break</b>   |
| Wednesday | April 5    | Last day to drop (grade of W)                               |
| Friday    | April 7    | <b>University Holiday (Good Friday)</b>                     |
| Monday    | April 24   | 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 11 - 25, 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 15 | First day of class                       |
| Friday   | May 19 | Last day of class (includes exams)       |
| Saturday | May 27 | Official close of term, degree conferral |
| Monday   | May 29 | <b>University Holiday</b>                |

### 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  |
| Tuesday   | July 4  | <b>University Holiday (observed)</b>   |
| 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              |
| Tuesday  | July 4  | <b>University Holiday (observed)</b>     |
| 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.

*Student who wish to pursue a Medical Withdrawal should click [HERE](#) for information regarding this process. Medical withdrawals provide a pro rata refund of tuition and fees, and have conditions that must be met prior to re-enrollment at SMU. Medical withdrawals can only be authorized by a licensed physician or psychologist/ counselor in the SMU Health Center. The University does not grant retro-active medical withdrawals. The last day you can request a medical withdrawal is the last day of class instruction of the semester/term from when you are requesting to withdraw.*

## 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:

|           |   |
|-----------|---|
| A, A-     | 4.00 – 3.70 Grade Point Average (GPA)     |
| B+, B, B- | 3.30 – 2.70 GPA                           |
| C+, C, C- | 2.30 – 1.70 GPA – Course must be repeated |
| D+, D, D- | 1.30 – 0.70 GPA – 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 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](http://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.*