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.

<table>
<thead>
<tr>
<th>FALL TERM 2019</th>
<th>MAY TERM 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG. 26 – DEC. 21, 2019</td>
<td>May 14 - 26, 2020</td>
</tr>
<tr>
<td>Registration: July 8 – 26, 2018</td>
<td>Registration: April 6 – 24, 2020</td>
</tr>
</tbody>
</table>

**FALL TERM 2019**

- **Monday** Aug 26: First day of class
- **Friday** Aug 30: Deadline to apply for Graduation
- **Monday** Sept 2: Last day to enroll/add/drop regular courses without billing
- **Monday** Sept 9: University Holiday
- **Mon-Tues** Oct 14-15: Fall Break
- **Friday** Nov 8: Last day to drop (grade of W)
- **Tuesday** Nov 26: Last day to withdraw from University
- **Wednesday** Nov 27: No Classes
- **Thurs-Fri** Nov 28-29: University Holiday
- **Monday** Dec 9: Last day of class (includes exams)
- **Saturday** Dec 21: Official close of term, degree conferred, December Commencement
- **Mon-Wed** Dec 23-Jan 1: University Holiday

**MAY TERM 2020**

- **Thursday** May 14: First day of class
- **Thursday** May 14: Last day to enroll/add/drop
- **Monday** May 25: University Holiday
- **Tuesday** May 26: Last day to drop/withdraw from University
- **Friday** May 29: Last day of class (includes exams)
- **Friday** May 29: Official close of term, degree conferred

**SUMMER TERM 2020**

- **Registration:** April 6 – 24, 2020

**SUMMER ONE TERM: JUNE 1 – 30, 2020**

- **Monday** June 1: First day of class
- **Tuesday** June 2: Last day to Enroll/Add/Drop
- **Tuesday** June 23: Last day to drop (grade of W)
- **Wednesday** June 24: Last day to withdraw from Univ.
- **Tuesday** June 30: Last day of class (includes exams)

**SUMMER TWO TERM: JULY 6 – AUGUST 4, 2020**

- **Monday** July 6: First day of class
- **Tuesday** July 7: Last day to Enroll/Add/Drop
- **Monday** July 27: Last day to drop (grade of W)
- **Wednesday** July 29: Last day to withdraw from Univ.
- **Tuesday** Aug 4: Last day of class (includes exams), Official close of term, degree conferred

**JAN TERM 2020**

**JAN. 6 – JAN. 16, 2020**

- **Registration:** November 4-22, 2019

**Note:** Dispute Resolution may 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, 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.

**SUMMER TERM 2020**

- **Registration:** April 6 – 24, 2020

**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. Dispute Resolution 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: JUNE 1 – AUGUST 4, 2020**

- **Monday** June 1: First day of Class
- **Thursday** June 4: Last day to enroll/add/drop
- **Friday** July 3: University Holiday (observed)
- **Thursday** July 23: Last day to drop (grade of W)
- **Wednesday** July 29: Last day to withdraw from University
- **Tuesday** Aug 4: Last day of class (includes exams), Official close of term, degree conferred

**SPRING TERM 2020**

**JAN. 17 – MAY 16, 2020**

- **Registration:** November 4-22, 2019

**Note:** Dispute Resolution may 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.

<table>
<thead>
<tr>
<th>JAN TERM 2020</th>
<th>SPRING TERM 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN. 6 – JAN. 16, 2020</td>
<td>JAN. 17 – MAY 16, 2020</td>
</tr>
<tr>
<td>Registration: November 4-22, 2019</td>
<td>Registration: November 4-22, 2019</td>
</tr>
</tbody>
</table>

- **Sunday** Jan. 5: Last day to enroll/add/drop
- **Monday** Jan. 6: First day of Class
- **Wednesday** Jan. 8: Last day to drop a course withdraw from University (grade of W)
- **Friday** Jan. 10: Last day of class (includes exam)
- **Thursday** Jan. 16: Official close of term, degree conferred

- **Friday** Jan. 17: First day of class
- **Mon** Jan. 20: Deadline to apply for Graduation
- **Friday** Jan. 24: Last day to enroll/add/drop regular courses without billing
- **Friday** Jan. 31: Last day to drop/withdraw without academic record
- **Mon-Sun** Mar. 16-22: Spring Break
- **Tuesday** April 7: Last day to drop (grade of W)
- **Friday** April 10: University Holiday
- **Friday** April 24: Last day to withdraw from University
- **Monday** May 4: Last day of class (includes exams)
- **Saturday** May 16: Official close of term, degree conferred, May Commencement

- **Monday** June 1: First day of online classes
- **Tuesday** June 2: Last day to Enroll/Add/Drop
- **Tuesday** June 23: Last day to drop (grade of W)
- **Wednesday** June 24: Last day to withdraw from Univ.
- **Tuesday** June 30: Last day of class (includes exams)
INFORMATION & ACADEMIC CALENDAR
The Dispute Resolution 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.

CERTIFICATE REQUIREMENTS
- 21 credit hours of graduate study must be completed within three years of program start date.
- All students are required to complete: Psychology of Conflict, Mediation, and Negotiation and Dispute Resolution

MASTER OF ARTS REQUIREMENTS
- 42 credit hours of graduate study must be completed within six years of program start date.
- In addition to the above core classes, Master’s students are also required to complete: Foundations of American Legal Systems or Communication, Practicum or Internship or Independent Study, and Research Methods

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

TUITION PAYMENT DUE DATES VARY BY TERM
Visit: http://www.smu.edu/EnrollmentServices/Bursar/DueDates for the most updated information. PLEASE NOTE PAYMENT DUE DATES Late payments are subject to a $15.00 late fee.

UNIVERSITY FINANCIAL POLICIES
A DR student who is financially indebted to the University will not be awarded a certificate 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 DR Program 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. Students missing more than 2 evening classes or more than 5 hours of a weekend seminar class will 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 before the first day of the term (not the first day of class). Requests to add or drop after deadlines must be made in writing. Notifying an instructor of the intent to add/drop does NOT constitute an official schedule change or guarantee a seat in the course.

WITHDRAWAL POLICY
Students who wish to withdraw from all their courses must notify the Dispute Resolution office in writing. Nonattendance or notifying the instructor does not constitute an official withdrawal. The following is a representative schedule of tuition refund policies for withdrawals:

<table>
<thead>
<tr>
<th>On or prior to Payment Due Date</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st day through 5th day</td>
<td>90%</td>
</tr>
<tr>
<td>6th through 10th day of term</td>
<td>50%</td>
</tr>
<tr>
<td>11th through 15th day of term</td>
<td>25%</td>
</tr>
<tr>
<td>16th through 20th day of term</td>
<td>10%</td>
</tr>
<tr>
<td>After 20th day of term</td>
<td>0%</td>
</tr>
</tbody>
</table>

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.

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. Once a student commits to re-take a class to make up an Incomplete, the same course drop/withdrawal policies and provisions are in effect.

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>Grading System</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 – 3.70 Grade Point Average (GPA)</td>
</tr>
<tr>
<td>B+</td>
<td>3.30 – 3.70 GPA</td>
</tr>
<tr>
<td>B</td>
<td>3.00 – 3.29 GPA</td>
</tr>
<tr>
<td>C+</td>
<td>2.00 – 2.39 GPA</td>
</tr>
<tr>
<td>C</td>
<td>1.70 – 1.99 GPA</td>
</tr>
<tr>
<td>D+</td>
<td>1.30 – 1.69 GPA</td>
</tr>
<tr>
<td>D</td>
<td>1.00 – 1.29 GPA</td>
</tr>
<tr>
<td>F</td>
<td>0.00 – 0.99 GPA</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 C + (2.30) applying toward the certificate or 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 will be removed from the program.

PROSPECTIVE GRADUATES
Students must notify the DR office of intent to graduate and complete an Application for Candidacy to Graduate (ACG) by the date stipulated below. 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.’

To Qualify for Graduation:
1. Master’s candidates, submit ACG in my.SMU by First Day of the Term. Graduate certificate students complete the ACG form provided in the DR Program Office.
2. Complete all coursework by the end of Term

Graduation ceremonies only occur in May and December. Graduate Certificate students are not eligible to attend.

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.

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