

PROGRAM CALENDAR & INFORMATION  
ACADEMIC YEAR 2023-2024

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## January Term 2024

January 2 - January 14, 2024

Registration: October 30, 2023 - November 17, 2023

## May Term 2024

May 9 - 28, 2024

Registration: April 1 - April 19, 2024

May 8, Wednesday: Last day to submit a request for cancellation/withdrawal from all courses with no tuition charges. (Students must contact the Counseling program to drop their class).

May 9, Thursday: Last day to enroll, add a course, or drop a course without academic record ([tuition charges apply](#)). Last day to withdraw from the term without academic record ([withdrawal refund schedule applies](#)).

May 13, Monday: First Day of Class.

May 16, Thursday: Last day to drop a course (grade of W) and withdraw from the University (grades of W). (Students must contact the Counseling program to drop their class).

May 17, Friday: Last day of classes, including examinations.

May 27, Monday: Memorial Day. University offices closed.

May 28, Tuesday: Official close of term and conferral of degrees.

## Summer Term 2024

June 3 - August 6, 2024

Registration: April 1 - April 19, 2024

The summer term consists of four primary sessions: Dallas Full Session, Dallas First Session (June), and Dallas Second Session (July). Each primary session has different deadline dates. The Counseling program offers a limited number of selected courses during the Summer Term, June 3 - August 6, with unique start, end, deadline dates, and class meeting times to accommodate the particular needs of the course.

### *Dallas First Session (June)*

Registration: April 1 - April 19, 2024

Classes meet 4 hours, 15 minutes once a week; or in the two-weekend format, Friday from 4:00 p.m. to 9:00 p.m., Saturday and Sunday from 8:30 a.m. to 5:30 p.m.

June 2, Sunday: Last day to submit a request for cancellation/withdrawal from all courses with no tuition charges. (Students must contact the Counseling program to drop their class).

June 3, Monday: First day of classes.

June 4, Tuesday: Last day to enroll, add courses or drop courses without academic record ([tuition charges apply](#)). Last day to withdraw from the session without academic record



## 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 program website for a complete list of requirements.

<https://www.smu.edu/Simmons/Academics/Counseling/MS-Counseling/Admission-Financial-Information>

- 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. Registration dates are listed on this Program Calendar.

## Add/Drop Policy

Please refer to the University's Academic Calendar for all add/drop deadlines.

<https://www.smu.edu/EnrollmentServices/registrar/AcademicCalendarsCourseCatalogs/AcademicCalendar>.

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. To receive a full refund, students must submit their request prior the first day of the term (not the first day of class). Please refer to the Bursar's website for the refund schedule for each semester.

<https://www.smu.edu/EnrollmentServices/bursar/CostofAttendance/WithdrawalCancellationInfo>

## Withdrawal Policy

Students who wish to withdraw from all their courses must notify the Counseling office in writing. Non-attendance 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 for the refund schedule for each semester.

<https://www.smu.edu/EnrollmentServices/bursar/CostofAttendance/WithdrawalCancellationInfo>

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## Tuition & Payment Due Dates vary by Term

For cost of attendance visit:

<https://www.smu.edu/EnrollmentServices/bursar/CostofAttendance>

For tuition due dates, visit: <http://www.smu.edu/EnrollmentServices/Bursar/DueDates>

Late payments are subject to a \$150.00 late fee.

## 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 above.

Students using Financial Aid should consult their [Financial Aid representative](#) prior to dropping a course.

## 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

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) applyiRU