



**PROGRAM CALENDAR & INFORMATION**  
**2021-2022**

**FALL TERM 2021: AUG. 23 – DEC. 18, 2021**  
**Registration begins April 5, 2021**

Monday	Aug 23	First day of class
		Deadline to apply for Graduation
Friday	Aug 27	Last day to enroll/add/drop regular courses without billing
Friday	Sept 3	Last day to drop/withdraw without academic record
Monday	Sept 6	<i>University Holiday</i>
Mon-Tues	Oct 11-12	Fall Break
Friday	Nov 5	Last day to drop (grade of W)
Tuesday	Nov 23	Last day to withdraw from University
Wednesday	Nov 24	<i>No Classes</i>
Thurs-Fri	Nov 25-26	<i>University Holiday</i>
Monday	Dec 6	Last day of class (includes exams when applicable)
Saturday	Dec 18	Official close of term, degree conferral, December Commencement
Thurs-Fri	Dec 23-31	<i>University Holiday</i>

**JAN TERM 2022: JAN. 3 – JAN. 16, 2022**  
**Registration begins November 1, 2021**

*Note: Dispute Resolution may offer a limited number of selected courses during the January Term with unique start, end, deadline dates, and class meeting times to accommodate the particular needs of the course.*

Sunday	Jan 2	Last day to enroll/add/drop
Monday	Jan 3	First day of Class
Thursday	Jan 6	Last day to drop a course withdraw from University (grade of W)
Friday	Jan 7	Last day of class (includes exams when applicable)
Sunday	Jan 16	Official close of term, degree conferral

**SPRING TERM 2021: JAN. 18 – MAY 14, 2022**  
**Registration begins November 1, 2021**

Monday	Jan 17	<i>University Holiday</i>
Tuesday	Jan 18	First day of class
		Deadline to apply for Graduation
Monday	Jan 24	Last day to enroll/add/drop regular courses without billing
Monday	Jan 31	Last day to drop/withdraw without academic record
Mon-Fri	Mar 7-13	Spring Break (Tentative. Subject to Change)
Wednesday	April 6	Last day to drop (grade of W)
Friday	April 15	<i>University Holiday</i>
Monday	April 25	Last day to withdraw from University
Tuesday	May 3	Last day of class (includes exams when applicable)
Saturday	May 14	Official close of term, degree conferral, May Commencement

**Last Updated 3/5/2021** 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.

**MAY TERM 2022: MAY 16 - 31, 2022**  
**Registration begins April 4, 2022**

*Note: Dispute Resolution may offer a limited number of selected courses during the May Term, May 16-31, with unique start, end, deadline dates, and class meeting times to accommodate the particular needs of the course.*

Monday	May 16	First day of class
Monday	May 16	Last day to enroll/add/drop
Wednesday	May 25	Last day to drop/withdraw from University
Monday	May 30	<i>University Holiday</i>
Tuesday	May 31	Last day of class (includes exams when applicable)
Tuesday	May 31	Official close of term, degree conferral

**SUMMER TERM 2022**  
**Registration begins April 4, 2022**

*Note: The summer term consists of three sessions: Full Session, First Session (June), and 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.*

*Classes meet in the weekly format for 4 hours, 15 minutes once or twice a week; 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.; or in a weeklong format.*

**FULL SUMMER TERM: JUNE 1 – AUGUST 3, 2022**

Wednesday	June 1	First day of Class
Monday	June 6	Last day to enroll/add/drop
Monday	July 4	<i>University Holiday (observed)</i>
Friday	July 22	Last day to drop (grade of W)
Thursday	July 28	Last day to withdraw from University
Wednesday	Aug 3	Last day of class (includes exams when applicable), Official close of term, degree conferral

**SUMMER ONE TERM: JUNE 1 – 30, 2022**

Wednesday	June 1	First day of class
Thursday	June 2	Last day to Enroll/Add/Drop
Thursday	June 23	Last day to drop (grade of W)
Friday	June 24	Last day to withdraw from Univ.
Thursday	June 30	Last day of class (includes exams when applicable)
Wednesday	Aug 3	Official close of term and degree conferral

**SUMMER TWO TERM: JULY 5 – AUGUST 3, 2022**

Monday	July 4	<i>University Holiday (observed)</i>
Tuesday	July 5	First day of class
Wednesday	July 6	Last day to Enroll/Add/Drop
Tuesday	July 26	Last day to drop (grade of W)
Thursday	July 28	Last day to withdraw from Univ.
Wednesday	Aug 3	Last day of class (includes exams when applicable), Official close of term, degree conferral

## 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: Law, Ethics & Morality, Communication and Dispute Resolution, Culture and Gender in Negotiation, Research Methods, and Capstone.

## 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 \$150.00 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:

On or prior to Payment Due Date	100%
1st day through 5th day	90%
6th through 10th day of term	50%
11th through 15th day of term	25%
16th through 20th day of term	10%
After 20th day of term	0%

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 Dispute Resolution 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+	2.30 GPA
C, C-	2.00 – 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 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](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.*

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