'HODLQJ (QWUDQFH LQWR 3URJUDPV

Occasionally an applicant may be accepted into one of the SMU Department of Teaching and Learning 0DVWHU¶V 'HJUHH 3URJUDPV but then finds he or she cannot begin the program during the semester for which he was accepted. In this case, entrance into the program can be delayed up to one year. If entrance is delayed longer than one year, the applicant must reapply to the program.

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Upon acceptance into the Master programs, students should schedule an individual appointment with the adviser. To schedule an appointment, call the Department of Teaching and Learning at 214-768-2346. At that time, the student and adviser will create a degree plan WKDW UHIOHFWV WKH DSSURSULDWH FRXUVHV IRU WKH VWXG

6WDWHPHQW RI 6WXGHQW 5HVSRQVLELOLW\

Students should ensure that all courses they take are courses that apply to their degree plans. Questions about specific courses or requests to modify degree plans should be taken to program advisers. A grade point average of B (3.0) must be maintained. In direct correlation to this requirement is the VWXGHQW¶V commitment to turn in assignments on time and to attend all classes throughout the semester. Students must master the use of the American Psychological Association (APA) Publication Manual (current edition) for all academic papers.

Because the faculty is dedicated to assisting every student to achieve success, they are available for FRQVXOWDWLRQ DERXW DVVLJQPHQWV DQG RWKHU DVSHFW is to maintain communication with faculty and advisers about their progress.

SMU email is the official mode of communication for the University. Students are required to check it regularly for messages from the Department of Teaching and Learning, different departments of the University, and professors.

Tuition bills are no longer sent through the mail. Students can view and pay tuition through *My.SMU*.

,W LV WKH VWXGHQW¶V UHVSRQVLELOLW\ WR FKHFN ZLWK WK ceremony after they have completed the Application for Candidacy for Graduation with their adviser.

During the final semester

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If dropping a course becomes necessary, students are responsible for dropping their own courses. Discussion about dropping a course with an adviser or professor is not sufficient. If the course is the only one in which the student is enrolled that semester, s/he cannot simply drop the course on My.SMU, but must complete a Student Petition for Withdrawal/Cancellation form with an adviser. If a student does not officially drop a course, the professor will assign an F to this student at the time final grades DUH GXH)XUWKHU LW LV WKH VWXGHQW
the academic calendar (http://smu.edu/registrar/academic_calendar.asp) each semester for deadlines for dropping courses. Please see Simmons Graduate Catalog. http://www.smu.edu/catalogs

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Once admitted, students typically maintain continuous enrollment in every fall and spring semester until the degree is conferred. Occasionally, students elect to step out for one semester. At this point, the student is not required to do anything before enrolling in courses. However, the my.SMU program will discontinue a student automatically if he/she does not enroll in courses two consecutive semesters. If this occurs, the student would need to contact the Department of Teaching and Learning office to request reinstatement. If a student does not enroll in courses for three or more semesters WKHWXdqu

Summary of Degree Plans for Master of Education or Master of Bilingual: TFA18

Beginning Fall

*Depending on availability
Red indicates a Master Project Class/everyone student must take one master project class

18 Hours: Master of Bilingual Education (MBE)		
Semester	Course Number	Course Name