Dear Graduating Senior,

Congratulations on your upcoming graduation from Dallas Baptist University!

Enclosed you will find information concerning graduation and forms which need to be completed, signed, and returned to the Registrar’s Office prior to the appropriate deadline. A Graduation Fee will be added to your student account. Please refer to the graduation application deadlines listed in the current class schedule or as listed below:

$25.00 EARLY—by the Early Application Deadline below

$100.00 REGULAR—after the Early deadline but 4 weeks prior to graduation

$200.00 LATE #1—4 weeks or less from the graduation date

$300.00 LATE #2—1-5 Business Days before Graduation

$500.00 LATE #3—Day of Graduation and After

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Early Ends</th>
<th>Regular Ends</th>
<th>Late Fees Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 6, 2021</td>
<td>4/5/21</td>
<td>7/11/21</td>
<td>7/12/21</td>
</tr>
</tbody>
</table>

If your plans for graduation change after you have submitted this application, please contact me as soon as possible. You may need to re-apply. Graduation fees are charged based on the day you move your graduation application to a later service.

Questions concerning chapel requirements for graduation should be directed to Spiritual Life (214) 333-6858 or Chapel@DBU.edu.

For assistance regarding your graduation application, please contact the Registrar’s Office at 214-333-5141 or sueb@dbu.edu.

Sincerely,

Sue Burns

Sue Burns

Graduation Officer

Registrar’s Office

3000 Mountain Creek Parkway | Dallas, Texas 75211-9299
214.333.7100 | www.dbu.edu
Application to Graduate

Clearly PRINT your name below exactly as it is to appear on your diploma.
Your name will be announced the same as it appears on your diploma. No nicknames or prefix titles.

First Middle Last

Personal Information

1. Soc Sec or DBU ID #

2. Current Mailing Address:

3. DBU E-mail (required)

4. Home Phone #

5. Work Phone #

6. Cell Phone #

7. Are you a US Military Veteran? Yes No

Applicant's Signature (required) Date

Commencement Information

Please notify the Registrar’s Office if your plans change.

1. Term and year you plan to complete your degree: ☐ Spring ☐ Summer ☐ Fall (year) (year) (year)

2. Do you plan to participate in the commencement service? ☐ Yes ☐ No

3. If you do not plan to participate in the commencement service and would like your diploma mailed, please email sueb@dbu.edu with the shipping address. Diplomas ship UPS ground with a signature required for delivery.

4. Month and year you plan to walk in the commencement service (all University requirements must be completed):
   ☐ May ☐ August ☐ December (year) (year) (year)

5. Check the DEGREE for which this application is being made (must agree with your degree plan):
   ☐ Associate Degree
   ☐ Bachelor of Arts (BA)
   ☐ Bachelor of Arts and Sciences (BAS)
   ☐ Bachelor of Business Administration (BBA)
   ☐ Bachelor of Business Studies (BBS)
   ☐ Bachelor of Music (BM)
   ☐ Bachelor of Musical Arts (BMA)
   ☐ Bachelor of Music Education (BME)
   ☐ Bachelor of Science (BS)
   ☐ Accelerated UG/GR Degrees
   ☐ Master of Arts in Counseling (MAC)
   ☐ Master of Arts in Children’s Ministry (MACH)
   ☐ Master of Arts in Christian Counseling (MACC)
   ☐ Master of Arts in Christian Education (MACE)
   ☐ Master of Arts in Christian Ministry (MACM)
   ☐ Master of Arts in Communication (MACOM)
   ☐ Master of Arts in Family Ministry (MAFM)
   ☐ Master of Arts in Global Leadership (MAGL)
   ☐ Master of Arts in International Studies (MAIS)
   ☐ Master of Arts in Leadership (MAL)
   ☐ Master of Arts in Management (MAM)
   ☐ Master of Arts in Professional Counseling (MAPC)
   ☐ Master of Arts in Professional Development (MAPD)
   ☐ Master of Arts in Sport Management (MASM)
   ☐ Master of Arts in Student Ministry (MAST)
   ☐ Master of Arts in Teaching (MAT)
   ☐ Master of Arts in Theological Studies (MATS)
   ☐ Master of Arts in Worship Leadership (MAWL)
   ☐ Master of Business Administration (MBA)
   ☐ Master of Education in Bilingual Education (MEDBE)
   ☐ Master of Education in Curriculum and Instruction (MEDCI)
   ☐ Master of Education in Educational Leadership (MEDEL)
   ☐ Master of Education in Higher Education (MEDHE)
   ☐ Master of Education in Kinesiology (MEDKN)
   ☐ Master of Education in Reading and ESL (MEDRE)
   ☐ Master of Education in School Counseling (MEDSC)
   ☐ Master of Education in Special Education (MEDSE)
   ☐ Master of Liberal Arts (MLA)
   ☐ Master of Science in Kinesiology (MSKN)
   ☐ Master of Science in Management (MSMAN)
   ☐ Dual Masters' Degrees: Master of Education – Interdisciplinary Educ Studies (MED)
   ☐ Master of Philosophy in Leadership Studies (MPHIL)
   ☐ Doctor of Education in Educational Leadership (EdD)
   ☐ Doctor of Philosophy in Leadership Studies (PhD)

Major/Concentration(s) Minor(s)

***NOTE: ONLY THE DEGREE NAME WILL BE LISTED ON THE DIPLOMA (NOT THE MAJOR).***
GRADUATION CHECKLIST

The Graduation Packet must include all completed documents and signatures, as listed below, PRIOR to being turned in at the Registrar’s Office.

1. ___ A completed and signed Graduation Checklist, Application to Graduate, and Alumni Information Sheet are included.

2. ___ A copy of the Official Degree Plan from my advisor is included.

3. ___ A complete Student Assessment of Academic Advising form (to be completed after seeing your advisor to sign this Checklist).

4. ___ I have (a) transcript(s) outstanding for course(s) taken at another institution. I understand that I CANNOT transfer credits taken during my final DBU semester.
   Course(s) taken: __________________________
   Semester taken: __________________________

5. ___ I will take/have taken a CLEP test(s) BEFORE my last DBU semester. I have read the CLEP information included in this packet and understand that I CANNOT take a CLEP test during my final DBU semester.
   Course(s) taken: __________________________
   Date course(s) taken: ______________________

6. ___ I have read and agree to the payment policy as required for graduation.

7. ___________________________ STUDENT’S Signature & Date  __________ Student ID#  __________ Graduation Date

8. TO BE COMPLETED BY ADVISOR:
   Total # hours currently on transcript (not including current term): ______
   Hours remaining to complete degree (including current term): ________
   Any substitutions/waivers/exceptions have been submitted to Registrar ______

   ___________________________ UG ADVISOR’S Signature & Date  ___________________________ DEAN’S Signature (if needed) & Date

   ___________________________ GR ADVISOR’S Signature & Date  ___________________________ DEAN’S Signature (if needed) & Date

   ___________________________ DR ADVISOR’S Signature & Date  ___________________________ DEAN’S Signature (if needed) & Date

9. CASHIER: _______ Date: ___________ CLEAR / NOT CLEAR

10. Turn in COMPLETED packet to Registrar’s Office. Your Degree Plan and Transcript will be audited for completion. A copy of the audit will be sent to you.

4/9/2020

GRADApp Checklist
DBU
DALLAS BAPTIST UNIVERSITY

Alumni Information

Legal name to be used in the alumni database
Clearly print your name exactly as you want it to appear in the database:

<table>
<thead>
<tr>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Preferred Name</th>
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<tbody>
<tr>
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</table>

Personal Information

1. Date of Birth: ____________________________

2. Spouse's Name: ____________________________

3. Children's Names: ____________________________
   ____________________________
   ____________________________
   ____________________________

6. Church Membership (Name and Location):

7. Hometown: ____________________________

8. Name of Parent(s)/Hometown Address:
   ____________________________
   ____________________________

9. Permanent E-Mail: ____________________________

4. Permanent Phone #: ____________________________

5. Which of the following best represents your post grad plans?
   □ A career in:
   □ Business □ Ministry
   □ Education □ Other: ____________________________
   □ Grad School at: ____________________________

Employer Information

Name: ____________________________

Title: ____________________________

Street Address: ____________________________

City, State, and Zip: ____________________________

Extracurricular Information

List any DBU clubs, society memberships, religious organizations, sports, and elective or appointive positions (include honors or awards received) which you were a part of while at DBU.

________________________________________

News Release Information

What hometown/current newspaper should receive a news release about your graduation?
(The Dallas Morning News and Fort Worth Star-Telegram do not run individual graduation stories.)
Include the mailing address of any newspapers outside the DFW area. You may include a photo that does not have to be returned.

Newspaper Name: ____________________________

Relation to Newspaper (Hometown, Current Location):

Street Address: ____________________________

City, State, and Zip: ____________________________

Phone #, if possible: ____________________________
# Student Assessment of Academic Advising

**Graduation Date:** _______________  **Major:** _______________________  **Degree:** _______________

*Please respond to the following questions about your academic advisor.*

**Advisor’s Name:**

<table>
<thead>
<tr>
<th>My Advisor . . .</th>
<th>Strongly Agree (5)</th>
<th>Agree (4)</th>
<th>Neutral (3)</th>
<th>Disagree (2)</th>
<th>Strongly Disagree (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knows my name.</td>
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<td>2. Is a good listener.</td>
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<td>3. Expresses interest in me as a person.</td>
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<td>4. Respects my feelings and opinions.</td>
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<td>5. Is usually available when I need assistance.</td>
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<td>6. Provides a caring, confidential atmosphere.</td>
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<td>7. Provides accurate information concerning academic policies, degree requirements, etc.</td>
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<td>8. Is on time for appointments.</td>
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<td>9. Allows enough time to discuss issues and/or problems.</td>
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<td>10. Refers me to additional campus resources as needed.</td>
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<td>11. Helps me clarify my needs, interests, and educational goals.</td>
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<td>12. Is knowledgeable about courses outside my major area of study.</td>
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<tr>
<td>13. Is knowledgeable concerning careers in my field of study.</td>
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<td>14. Encourages me to achieve my educational goals.</td>
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<td>15. Shows concern for my personal growth and development.</td>
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<td>16. Encourages me to identify any obstacles I need to overcome to reach my academic goals.</td>
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<td>17. Allows me to talk about myself and my personal experiences.</td>
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<td>18. Is approachable and easy to talk to.</td>
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<td>19. Seems to enjoy serving as my academic advisor.</td>
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<td>20. Is a kind, effective, helpful advisor whom I would highly recommend to other students.</td>
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</tbody>
</table>

**Totals:**

**Additional Comments:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Advising Center
Collins 111
214.333.6843

Student Assessment of Academic Advising