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>Aug. 7, 2020</td>
<td>4/6/20</td>
<td>7/12/20</td>
<td>7/13/20</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
IMPORTANT INFORMATION REGARDING
THE DBU COMMENCEMENT REHEARSAL AND SERVICES

COMMENCEMENT REHEARSAL
Rehearsal is required for all students planning to participate in Commencement. Graduates must be on time for rehearsal. Rehearsal is in the Pilgrim Chapel Sanctuary and begins one hour and forty-five minutes prior to each commencement. Students who do not attend rehearsal will not be allowed to walk in the Commencement Service. Attendance at rehearsal will be checked.

LADIES, for security reasons, leave purses and other valuables locked in a vehicle when coming to rehearsal. We are not able to secure them during the ceremony. Undergraduate students graduating with honors will receive medals during rehearsal.

REGALIA AND CLOTHING REQUIREMENTS
Graduates may purchase regalia at Grad Finale. Graduates who are unable to attend Grad Finale, are required to purchase regalia through The Patriot Store at least two weeks prior to commencement day. Gowns look best when they have been on a hanger for several days before wearing—carefully touching up with an iron is also helpful.

CLOTHING REQUIREMENTS:
Men: wear a white or light-colored shirt with a tie under the robe, long dark trousers, and dark shoes and socks. No sandals, flip flops, or athletic shoes.

Women: wear slacks, a dress or skirt. If the garment is visible below hem of gown, a dark color must be worn. Dark colored shoes including open toe dress sandals are acceptable. No shoes of bright colors, no casual sandals, flip flops, western boots, or athletic shoes.

The mortarboard (cap) should rest flat on top of the head with the point well down on the forehead (not on the back of the head or tilted to either side). No signs, symbols, or other decorations are to be placed on your mortarboard.

No stoles, clerical, or society insignia may be worn on the robe or around your neck. Only DBU honor medals (summa cum laude, magna cum laude, cum laude, and university honors scholar) may be worn.

ROBING AND PROCESSIONAL
Immediately following rehearsal, graduates will follow the assigned faculty marshal to a designated room for line up. The faculty marshal will assist in lining up alphabetically. At the appropriate time, the procession will proceed to the Pilgrim Chapel Sanctuary. Upon arrival at the designated seat, please remain standing until told to be seated. Men remove their caps for prayer.

RECEIVING DIPLOMAS
At the time of conferring degrees, graduates will be asked to stand. The person calling the names will make an introductory statement. Following that statement, the first row of candidates will move into the assigned position. Other rows remain seated until it is their turn. Faculty marshals will direct graduates when it is time to stand and move into position. Graduates will first form a line for photos, and then move to a designated stopping point. As names are called, the representative from the Registrar’s Office will indicate when graduates are to walk toward the president to receive their diploma. Graduates should wait until their name is called before proceeding across the stage. After receiving diploma, graduates return to assigned seats.

CEREMONY GENERAL CONDUCT
Some colleges and universities have both a baccalaureate religious service and a commencement ceremony for graduating students. At Dallas Baptist University, both programs are merged together into one event. DBU considers the graduation ceremony to be a worship experience, as well as an opportunity to recognize our graduates for their achievements.
The commencement service at DBU is designed to be a spiritual and reverent ceremony. Cheering and yelling during the reading of the graduates' names are not permitted. Thus, the University requests that the audience hold all applause until the end of the service after all the graduates in each degree area have been presented their diplomas. Please be sure to share this information with family and friends so that they are not embarrassed during the ceremony.

To ensure a respectful and non-disruptive environment for the graduates and their guests, DBU prohibits noisemakers of any kind. The University asks all guests to refrain from cheering, yelling, or creating loud outbursts during the degree presentations. Balloons, posters/signs, horns, whistles and other noise devices are not permitted in the sanctuary.

Commencement services typically run between 90 and 120 minutes in length. Small children are rarely able to remain quiet for this extended period, and very often are uncomfortable trying to do so. Children under the age of five may not attend commencement services. While children do not intend to be disruptive, talking, crying, and similar behaviors are not uncommon for children of this age. Should children be brought to the service and become disruptive, parents may be asked to take the child outside of the sanctuary.

Accommodations for children and their parents are available in the lower level of the Pilgrim Chapel, Room LL05, where remote broadcast of the service may be viewed.

COMMENCEMENT GUEST SEATING
The Pilgrim Chapel Sanctuary will open for guests approximately 45 minutes prior to the beginning of the commencement service. Please communicate this information to those invited to attend the service. Remember that graduates are asked to limit invited guests to no more than eight.

Seating is on a first-come/first-served basis. Guests may reserve seats for others not yet present only until 10 minutes prior to the beginning of the commencement service.

To ensure safety for all in attendance, guests are not permitted to stand in the aisles, entrances, exits, and passageways of the Pilgrim Chapel Sanctuary.

HANDICAP SEATING
Handicap seating is available in the Pilgrim Chapel Sanctuary. Handicapped guests can be driven to the front of Pilgrim Chapel for access to the sanctuary. DBU security officers will be stationed throughout the campus grounds on the day of Commencement. Upon campus arrival, guests should notify a DBU security officer that they need to proceed to the handicap entrance. If you have any questions regarding handicap seating, please call 214-333-6823.

RECESSIONAL
Following the closing prayer, the platform party will exit the Pilgrim Chapel Sanctuary first, followed by the faculty and then the graduates. Faculty marshals will direct the recessional out of the Pilgrim Chapel Sanctuary and to the reception. Guests will be asked to remain in their seats until all graduates have exited the building. Graduates will have the opportunity to greet family and friends following commencement services.

RECEPTION HONORING GRADUATES
Graduates will exit the Pilgrim Chapel Sanctuary at the conclusion of the service and make their way to the commencement reception. As the graduates exit, guests are asked to remain seated, and not fill the aisles. Guests are invited to join their graduates at the reception. Graduates will not return to the Pilgrim Chapel Sanctuary after exiting.

Receptions for Thursday commencements are held in Sadler Hall on the lower level of Pilgrim Chapel. Receptions for Friday commencement services are held in the Hillcrest Great Hall in the John G. Mahler Student Center.
Dear Patriot,

As a graduating student, I wanted to remind you of the following policies.

If you have not paid your balance in full, please log on using your One Log In and select WebAdvisor, from there select “My Student Account Center” to make an online payment with a credit card, debit card, or electronic check.

Should you fail to take care of your existing balance, you will be denied access to final exams, final semester grades, transcripts, commencement exercises, and your diploma upon graduation.

- The student will be allowed to participate in a commencement exercise only after the previous and present balances are paid in full.
- All employer reimbursed students, direct employer paid students, and non-employer reimbursed students must pay the previous and present account balances in full by April 1 for Spring Graduation, July 1 for Summer Graduation, or November 1 for Fall Graduation or the student will be denied the privilege of participation in commencement exercises and access to a diploma upon graduation.

Should you have any questions, please feel free to contact me at (214) 333-5336.

If you have paid your balance in full, thank you for doing so, and please disregard this notice.

Sincerely,

Joycelyn Bondurant
Director of Student Account Services
Cashier’s Office
## FINANCIAL INFORMATION

### University Housing

**Colonial Village Apartments**
- 4-Person Rate ................. $485.00 (per person)
- 5-Person Rate ................. $435.00 (per person)

**Williamsburg Townhome**
- 6-Person Rate ................. $465.00 (per person)
- 7-Person Rate ................. $415.00 (per person)

**Brownstone Residences**
- 6-Person Rate ................. $505.00 (per person)
- 7-Person Rate ................. $455.00 (per person)

**Ford Village Residential College**
- 8-Person Rate ................. $515.00 (per person)
- Programming Fee ............. $350.00 (per person)

### Residence Halls

- **Residence Hall**—Double Occupancy......$1590.00/semester
- **Residence Hall**—Triple Occupancy......$1290.00/semester
- **Residence Hall**—Long Summer..............$835.00/semester
- **Residence Hall**—Summer I or II..........$535.00/semester
- **Spence Hall**—Jewel House.................. $1940.00/semester
- **William’s Hall**—Stone House            
  Double Occupancy............................ $1940.00/semester
  Triple Occupancy............................. $1640.00/semester

- A cable television outlet is included in the room fee.
- There is no refund of residence hall charges or fees.

### Board

**Traditional Plans**

- 14 Meal (plus $125 Flex Dollars).....................$2235.00+tax/semester
- Unlimited Meals (plus $100 Flex Dollars)..........$2390.00+tax/semester
- Unlimited Plus Meals (plus $500 Flex Dollars).....$2790.00+tax/semester

A traditional meal plan is required of all students living in residence halls for the Fall and Spring semester.
Apartment Life
Resident Flex Plan.................................$190.00+tax/semester
A Resident Flex Plan is required of all students living in DBU apartments.

Colonial and Williamsburg Village residents, commuter students, faculty, and staff can choose any of the following four meal plan options:
• Patriot Plan (includes 15 Meal Blocks in Dining Hall)...$300.00
• Colonial Plan (includes 8 meal blocks in Dining Hall)...$200.00
• Block Plans: 25 Meal Block......................$200.00+tax
  60 Meal Block.................................$450.00+tax

Meal Refund Policy
Prior to Day 1.................................100%
Day 1–14 ...........................................85%
Day 15–27 ...........................................75%
Day 28–42 ...........................................60%
Day 43–56 ...........................................50%
Day 57–70 ...........................................35%
Day 71–83 ...........................................25%
Day 84 and thereafter....................No Refund

Tuition
Undergraduate credit hour..........................$974.00
Master’s credit hour..................................1004.00
Doctoral credit hour..................................1034.00
Private music lesson (per credit hour).........974.00

Registration Fees
The registration fee is not charged to new students, or during Advanced Registration.
Regular Registration ...............................$50.00
Late Registration .....................................150.00
A student who begins the registration process during one registration period and completes it during another registration period is subject to the registration fee applicable at the time of completion.
Students are subject to a $40 drop fee each time a course is dropped.

Bookcards
A bookcard will be available, during the Cashier’s Office operating hours, until the last day to add or drop a course for students whose guaranteed financial aid will provide a credit balance. You may contact the Cashier’s Office at 214.333.5336 for additional information.

Benefits for Veterans
Contact the VA Certifying Official in the Registrar’s Office at 214.333.5145 or call the Department of Veterans Affairs at 1.888.442.4551 to see if you, your child, or your spouse is eligible for benefits.

Financial Information Winter-Spring 2020
### Special Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompanist fee (per applied voice course)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Application fee, doctoral</td>
<td>$50.00</td>
</tr>
<tr>
<td>Applied music fee (per course)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Audit fee, Doctoral (per credit hour)</td>
<td>$517.00</td>
</tr>
<tr>
<td>Audit fee, Master’s (per credit hour)</td>
<td>$502.00</td>
</tr>
<tr>
<td>Audit fee, Undergraduate (per credit hour)</td>
<td>$487.00</td>
</tr>
<tr>
<td>Certificate Program application fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Certificate Program completion fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>COMA 4303 editing fee</td>
<td>$225.00</td>
</tr>
<tr>
<td>Continuous progress course fee (per course)</td>
<td>$100.00</td>
</tr>
<tr>
<td>COUN lab fees</td>
<td>$105.00</td>
</tr>
<tr>
<td>COUN practicum fee</td>
<td>$32.00</td>
</tr>
<tr>
<td>COUN software fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Deferred Payment Plan fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Drop/withdraw (one or more courses)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Ed.D. testing fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>EDAD 6301 ILD certificate fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>EDAD 6303 AEL/T-TESS fee</td>
<td>$250.00</td>
</tr>
<tr>
<td>Education seminar materials fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Executive MBA tuition (per semester)</td>
<td>$12,500</td>
</tr>
<tr>
<td>Fine Arts lab fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Graduation application fees</td>
<td></td>
</tr>
<tr>
<td>Early</td>
<td>$25.00</td>
</tr>
<tr>
<td>Regular</td>
<td>$100.00</td>
</tr>
<tr>
<td>Late</td>
<td>$200.00</td>
</tr>
<tr>
<td>1-5 Business Days before Graduation*</td>
<td>$300.00</td>
</tr>
<tr>
<td>Day of Graduation*</td>
<td>$500.00</td>
</tr>
<tr>
<td>GSOM 6310 Mentorship Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>International Student fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>KNES fees</td>
<td>$40.00</td>
</tr>
<tr>
<td>Late/insufficient payment fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lost key fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>MANA 4320 test fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>MSITM 6323 IBM Skills Academy</td>
<td>$150.00</td>
</tr>
<tr>
<td>Ph.D. testing fee</td>
<td>$300.00</td>
</tr>
<tr>
<td>Photography fee (ART/COMA 2314/3314)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Promissory Note fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>PRST 3301 Guidebook fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>READ 2100 Training Guide fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Recital fee (one course)</td>
<td>$110.00</td>
</tr>
<tr>
<td>Residence Hall Application fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Returned check charge</td>
<td>$25.00</td>
</tr>
<tr>
<td>Science lab fees (per contact lab hour)</td>
<td>$45.00</td>
</tr>
<tr>
<td>Student ID card replacement charge</td>
<td>$20.00</td>
</tr>
<tr>
<td>Student services fee **</td>
<td>$450.00</td>
</tr>
<tr>
<td>Student teaching fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>TEA Educator Program fee</td>
<td>$55.00</td>
</tr>
<tr>
<td>TEA State Certification Exam</td>
<td>$134.00</td>
</tr>
<tr>
<td>Technology fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Transcript charge</td>
<td>$5.00</td>
</tr>
<tr>
<td>Withdrawal from all classes</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

*Must be paid by cash, cashier’s check, money order, credit card or debit card before an application will be accepted.

**DBU does not charge a separate parking fee like most universities. Instead, upkeep of the parking lots has been included in the Student Services Fee. The Student Services Fee is used to pay a portion of the total cost of shuttle services, health services, athletic events, student activities, parking, online library resources, library databases, interlibrary loan services, and the Fitness Center.

### Tuition Refund Policies

A student may receive full, or partial credit for the semesters’ tuition charge for each class if he/she completes the official add/drop, or withdrawal process through the Registrar’s Office.

Refunds for courses offered in terms meeting 2–16 weeks (January Mini 1, Online Extended Winter, Long Winter, Short Winter, Spring Semester, and Spring Intramester) are based on these percentages:

- Before the first class meeting .................................. 100%
- 1% through 5% of class meetings .................. 90%
- >5% through 10% of class meetings ............. 80%
- >10% through 15% of class meetings ............ 70%
- >15% through 25% of class meetings ............ 60%
- >25% of class meetings ................. No Refund

Financial Information Winter-Spring 2020
Courses offered in terms meeting at least one week, but less than two weeks may be dropped before the end of the first class day for a 100% refund.

**Calculating the Tuition Refund**

The following process is used to calculate the refund of tuition:

1. The number of classes that have already met in a semester are divided by the total number of classes contained in that semester.
2. This number is the percentage used to calculate the amount of tuition to be refunded.

   **FORMULA:** \( \frac{\# \text{ of classes met}}{\# \text{ of total classes contained in the semester}} = \% \text{ of the course completed} \)

   **EXAMPLE:** \( \frac{2}{16} = 12.5\% \). 12.5% according to the refund policy equates to a 70% tuition refund (Refer to the table above).

**There is no withdrawal from one-week mini-term courses.**

The refund for any course with a TBA timeslot such as Internet, Doctoral, Practicum, or Internship will be calculated as if the course met weekly beginning on the first day of the term. If the first day of the semester is on a Tuesday, then the refund will be calculated as if the course met weekly on Tuesday throughout the semester.

**Students are subject to a $40 drop fee each time a course is dropped.**

Financial aid recipients who withdraw from all classes before 60% of the semester is completed may be required to return a portion of the federal financial aid received.

**A class meeting** is defined as any official meeting time as noted on the semester calendar included in the schedule. An online class meeting is the completion of an academic activity by the student. Examples of this include the completion of a discussion board, test, quiz, or communication with the professor in regards to academic assignments. The date that the student enrolls in a class has no bearing on the calculation of class meetings. Additionally, any changes made by a professor to the official meeting dates will not alter the calculation of refund amounts.

**When a student drops and adds an equal number of credit hours** within the same term, it is considered an even exchange and no prorated refund is calculated. **If a student drops and adds courses within different terms**, credit for courses dropped will be determined based on the method explained below. **Courses added will be charged at full-tuition rates.** In either case, the student will be subject to a drop/withdrawal fee and any other applicable fees.

**In cases of course cancellation by the University**, credit equal to 100% of tuition and fees will be given. **Late registration and/or absences from class** have no bearing on refunds. **Students suspended** for academic or disciplinary reasons will not be entitled to a refund of tuition, fees, or housing.

**Refunds of credit balances** on student accounts will require a minimum of two weeks to be paid after the student has officially withdrawn through the Registrar’s Office. However, credit balances that are the result of financial aid will be processed within 14 calendar days after the credit balance appears, per federal regulations. A refund will be issued only if the student’s balance is paid in full. Refunds are mailed or direct deposited depending on the option selected by the student. **Students should refer to the Tuition Refund Policies on this page, or contact the Cashier’s Office for tuition refund information before dropping or withdrawing from a class. Additionally, students are encouraged to check with the Financial Aid Office in regards to the effect that withdrawing may have on their financial aid.**

Financial Information Winter-Spring 2020
Athletics Disclosure

Equity in Athletics Disclosure: Annual reports of information regarding intercollegiate athletics programs at DBU are available pursuant to the Equity in Athletics Disclosure Act upon request by students, prospective students, and members of the public. Requests should be forwarded in writing to the Director of Athletics.

Scholarships for Ministry Students

If you are preparing for a career in vocational or bi-vocational church-related Christian ministry, you may pick up a scholarship application in the Ministry Student Office, which is located in Suite 306 of Pilgrim Chapel. You may also print an application from the DBU website, www.dbu.edu/ministry_student.

First-Year Baptist Ministry Scholarship recipients must take RELI 1310: Introduction to Christian Ministry during the respective school year.

If you plan to apply for the First-Year Baptist Ministry Scholarship, you should speak with your advisor and plan to take this course. If you have any questions, contact Jeremy Johnston at 214.333.5694.

All qualified students must contact the Cashier’s Office following their registration to make payment arrangements. Students who have not paid in full at the time of registration will automatically be placed on a Deferred Payment Plan. Mini-terms are not eligible for installment payments unless they are taken in conjunction with a long semester class.

Deferred Payment Plans

Spring Payments Plans

The first type of plan requires a 1/6 down payment at the time of registration and provides six payments:

- 1/6 at the time of the registration
- 1/6 on January 1
- 1/6 on February 1
- 1/6 on March 1
- 1/6 on April 1
- 1/6 on May 1

The second type of plan requires a 1/4 down payment at the time of registration and provides four payments:

- 1/4 at the time of registration
- 1/4 on February 1
- 1/4 on March 1
- 1/4 on April 1

The third type of plan requires a 1/3 down payment at the time of registration and provides three payments:

- 1/3 at the time of registration
- 1/3 on March 1
- 1/3 on April 1

Payment Policies

A Payment Plan Student is a student who has a balance after registration for courses, has all financial aid applied and tuition reimbursement obtained, and is eligible for the Payment Plan option for the remaining balance. Payment plans require either a 1/6, 1/4 or a 1/3 down payment at the time of registration inclusive of tuition, fees, room, and board, followed by payment of the remaining balance in equal payments as detailed in the student’s plan. In the event of a prepayment or overpayment of a scheduled installment plan, the excess amount will be applied to the next scheduled payment. In addition, a $100.00 Payment Plan fee will be assessed to the account when utilizing an installment plan. A fee of $50.00 will be assessed for each instance that a payment is not received at the time of registration, is received late, is insufficient, or is not received at all. All balances must be paid as agreed or the actions noted below may result.

Financial Information Winter-Spring 2020
A Financial Aid Student whose guaranteed financial aid covers 100% of the student’s balance is not required to provide payment at the time of registration. A financial aid student whose guaranteed financial aid covers less than 100% of the student’s balance is required to pay the student’s account balance that is not covered by financial aid in full at the time of registration or will automatically be placed on an installment plan for the balance that is not covered by financial aid. If the student chooses to complete the Payment Plan, the student must pay the down payment at the time of registration. The balance remaining, after the down payment, is to be paid in equal monthly payments as required in the Payment Plan. A “less than 100%” financial aid student may not use confirmed financial aid in lieu of the down payment. All balances must be paid as agreed or the actions noted below may result.

If the student’s aid is not guaranteed at the time of registration, the student must pay for the class in full or be placed on a Payment Plan.

A Personal Pay Student is a student who pays his or her balance in full at the time of registration using personal resources. For balances not paid at the time of registration, the actions noted below may result.

A Direct Bill Student is a student whose employer reimburses DBU directly for all or part of a student’s charges for the student’s education. All direct bill students whose employer pays DBU directly must provide vouchers for the present registration term within one week from the date of registration for that term. Any student whose employer reimburses less than 100% of student’s charges must either immediately pay the remaining non-reimbursed portion of the student’s charges or complete a Payment Plan for the remaining non-reimbursed portion of the student’s charges. A “less than 100%” direct bill student may not use the employer reimbursement in lieu of the down payment. The student must pay the employer’s portion of the reimbursed charge if the employer’s portion is not received within 45 days from the date of the last class meeting. All balances must be paid as agreed or the actions noted below may result.

Employer Reimbursed Students must pay all Summer balances by October 1, Fall balances by February 1, and Spring balances by July 1.

An Employer Reimbursed Student is a student whose employer reimburses the student directly or indirectly for all or part of a student’s charges for the student’s education. Any student whose employer reimburses less than 100% of the student’s charges must either immediately pay the remaining non-reimbursed portion of the student’s charges or complete a Payment Plan for the remaining non-reimbursed portion of the student’s charges. A “less than 100%” employer reimbursed student may not use the employer reimbursement in lieu of the down payment. The student must pay the employer’s portion of the reimbursed charge if the employer’s portion is not received within 45 days from the date of the last class meeting. This can be paid in full or paid through the Payment Plan. All balances must be paid as agreed or the actions noted below may result.

A Veteran Student is a student who receives tuition assistance for all or part of their student charges paid directly from the Department of Veteran Affairs. Any Veteran student who receives less than a 100% benefit from the VA must either immediately pay the remaining portion of the student charges or complete a Payment Plan for the remaining non-tuition assistance portion of the student’s charges. All balances must be paid as agreed or the actions on this page may result.

All Graduating Students must pay the previous and the present account balances in full by the time designated in the graduation application materials provided by the Registrar’s Office, or the student will be denied the privilege of participation in commencement exercises and access to his or her diploma and transcript upon graduation. The student will be allowed to participate in a commencement exercise only after the previous and present balances are paid in full.

Graduating students who have borrowed federal loans must also complete exit counseling for those loans at www.studentloans.gov.

Financial Information Winter-Spring 2020
Actions for Unpaid Accounts

The following actions may result for any student who has not paid his or her account balance as due or has not made financial arrangements with the Cashier’s Office and/or the Financial Aid Office:

1. Not being allowed to use the Payment Plan in subsequent semesters,
2. Immediate withdrawal from enrolled courses,
3. Removal from current dormitory residence,
4. Denial of dining hall privileges,
5. Denial of access to final exams, resulting in an Incomplete or Failure,
6. Denial of access to final semester grades,
7. Denial of access to transcripts,
8. Denial of ability to be advised for or register for any additional courses,
9. Inability to graduate,
10. Degree will not be conferred/posted on the student’s transcript,
11. Denial of participation in commencement exercises,
12. Denial of access to student’s diploma upon graduation,
13. Denial of access to student services, and/or
14. Reporting to collection agency and consumer reporting agency.

In the event that an account has not been paid in full by the end of the semester, DBU will submit the account to a collection agency for collection. DBU will add a collection agency fee, which will be up to one-third or one-half of the remaining balance, which is a reasonable fee for collection agency service regardless of the dollar amount owed. This balance will also be reported to a credit-reporting agency and could affect your credit rating.

If you have questions regarding your account, please call the Cashier’s Office at 214.333.5336.

If you have questions regarding your financial aid, please call the Financial Aid Office at 214.333.5363.
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>
</tr>
</thead>
</table>

Personal Information

1. Date of Birth: __________________________
2. Spouse's Name: _________________________
3. Children's Names: _______________________

4. Permanent Phone #: ___________________
5. Which of the following best represents your post grad plans?
   □ A career in:
   □ Business     □ Ministry
   □ Education    □ Other:
   □ Healthcare
   □ Grad School at: _______________________

6. Church Membership (Name and Location):
7. Hometown: ____________________________
8. Name of Parent(s)/Hometown Address: ________

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

Totals:

Additional Comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Advising Center
Collins 111
214.333.6843

Student Assessment of Academic Advising
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.

<table>
<thead>
<tr>
<th>First</th>
<th>Middle</th>
<th>Last</th>
</tr>
</thead>
</table>

Personal Information

1. Soc Sec or DBU ID #

2. Current Mailing Address:

3. DBU E-mail (required)

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)

Major/Concentration(s) Minor(s)

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