



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:

**\$50.00 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

<u>Graduation Date</u>	<u>Early Ends</u>	<u>Regular Ends</u>	<u>Late Fees Begin</u>
Dec. 15, 2023	6/5/23	11/16/23	11/17/23
May 9-10, 2024	11/6/23	04/14/24	04/15/24
Aug. 02, 2024	04/05/24	07/07/24	07/08/24

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](mailto:Chapel@DBU.edu).

For assistance regarding your graduation application, please contact the Registrar's Office at 214-333-5141 or [sueb@dbu.edu](mailto:sueb@dbu.edu).

Sincerely,

*Sue Burns*

Sue Burns  
Graduation Officer  
Registrar's Office



## **Application to Graduate**

**Clearly PRINT your LEGAL 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.**

***Applicant's Signature (required)***

Date

**\*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
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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.

# Student Assessment of Academic Advising

Graduation Date: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_

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

Advisor's Name: \_\_\_\_\_

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

Additional Comments:

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# FINANCIAL INFORMATION

## University Housing

<b>2023-2024 Lease</b>	
<b>Colonial Village Apartments</b>	
4-Person Apartment	\$555.00*
5-Person Apartment	\$505.00*
<b>Mabee Village Townhomes</b>	
6-Person Townhome	\$535.00*
7-Person Townhome	\$485.00*
<b>Mabee Village Brownstones</b>	
6-Person Brownstone	\$575.00*
7-Person Brownstone	\$525.00*
<b>Ford Village Residential College</b>	
8-Person Rate	\$595.00*
Programming Fee	\$380.00**

\*A 12-month housing agreement is required of all students living in the Colonial Village Apartments, Brownstone Apartments, or Williamsburg Townhomes.

\*Prices subject to change.

\*\*The Ford Village Residential College has an additional \$380 charge per person per semester for further programming.

<b>Spence Hall*</b>	<b>2023-2024</b>
2-Person Room	\$2,275
3-Person Room	\$1,950
Spence Pod	\$2,550
Long Summer	\$1,625
Summer I or II	\$810
<b>Crowley/Lange/Williams*</b>	<b>2023-2024</b>
2-Person Room	\$2,110
3-Person Room	\$1,785
Long Summer	\$1,620
Summer I or II	\$810
<b>Learning-Living Communities at Ford Village</b>	<b>2023-2024</b>
Jewel House**	\$3,240 + \$380*
Stone House**	\$3,240 + \$380*

\*At least a minimum 14-meal plan is required for all students living in the residence halls during the Fall and Spring semesters.

\*Prices subject to change.

\*\*Living and Learning Communities have an additional \$380 charge per semester for further programming, materials, and apparel and have a minimum Resident Flex Plan 10 meal plan requirement.

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## Board

### Residence Hall Meal Plans Per Semester

Traditional Plans	2023-2024
14 Meal Plan: 14 meals per week, \$125 Flex Dollars*	\$2,950.00 + tax
Unlimited Plan: unlimited meals per week, \$100 Flex Dollars	\$3,100.00 + tax
Unlimited Plus Plan: unlimited meals per week, \$500 Flex Dollars	\$3,500.00 + tax
Resident Flex Plan 10 (10 meals per week, \$150 Flex Dollars) **	\$2,150.00 + tax

\*Minimum required plan for Dorm Students.

\*\*Minimum required plan for Stone House and Jewel House Residents at Ford Village

### Upperclassman Housing Meal Plans Per Semester

Apartment Life Resident Plans	2023-2024
Resident Flex Plan*	\$275.00 + tax
Resident Flex Plan 3 (w/\$200 flex) **	\$825.00 + tax
Resident Flex Plan 7 (w/\$175 flex)	\$1,600.00 + tax
Resident Flex Plan 10 (w/\$150 flex) ***	\$2,150.00 + tax

\*Minimum required plan for Apartment, Townhome, and Brownstone students.

\*\*Minimum required plan for Upperclassmen Ford Village residents

\*\*\*Minimum required plan for Stone House and Jewel House Residents at Ford Village

Colonial Plans	2023-2024
50 Meal Block	\$330.00 + tax
The Patriot Plan: \$350 Patriot Dollars w/ 15 meals in Crowley Dining Hall	\$350.00

### Meal Refund Policy

- Declining meal plans are nonrefundable if funds are utilized during the semester

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

# FINANCIAL INFORMATION

## Tuition

### Undergraduate Tuition

- Full-time: fixed rate (block tuition) of \$18,255.00 per semester for 12-18 credit hours. Credit hours taken more than 18 will be charged \$1,217.00 per credit hour on top of the flat rate.
- Part-time (less than 12 credit hours): \$1,217.00 per credit hour
- Private music lesson (per credit hour) .... 1127.00
- Honors Scholars Academy (per course) .....450.00
- HSA students are exempt from traditional academic and most punitive fees.

### Graduate Tuition

- \$1,271.00

### Doctoral Tuition

- \$1,325.00

## Registration Fees

The registration fee is not charged during Advanced Registration.

Regular Registration .....\$75.00

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.

## Book-cards

A book-card will be available, during the Cashier's Office operating hours or online through the DBU Barnes & Noble website 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 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.

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## Special Fees

Accompanist fee (per applied voice course).....	\$250.00
Apartment Unit Switch Fee .....	275.00
Application fee, doctoral .....	60.00
Applied music fee (per course).....	125.00
Audit fee, Doctoral (per credit hour) .....	662.50
Audit fee, Master's (per credit hour) .....	635.50
Audit fee, Undergraduate (per credit hour).....	608.50
Certificate Program application fee .....	30.00
Certificate Program completion fee .....	40.00
Continuous progress course fee (per course).....	120.00
COUN lab fees .....	120.00
COUN software fee .....	35.00
Deferred Payment Plan fee .....	175.00
Drop/withdraw (one or more courses) .....	50.00
Ed.D. testing fee .....	50.00
EDAD 6012 (test/materials) .....	170.00
EDAD 6020 (test/materials) .....	200.00
EDAD 6302 AEL/T-TESS fee .....	270.00
Fine Arts lab fee .....	50.00
Graduation application fees .....	
Early .....	50.00
Regular .....	100.00
Late .....	200.00
1-5 Business Days before Graduation* .....	300.00
Day of Graduation* .....	500.00
International Student fee*** .....	125.00

KNES fees.....	50.00
KNES 1117/1127 .....	25.00
KNES 5311 (test fee) .....	528.95
Late/insufficient payment fee .....	55.00
Lost key fee .....	100.00
MANA 4320 test fee .....	30.00
MINS 6305 Mentorship Fee.....	50.00
MSITM 6323 IBM Skills Academy .....	150.00
Ph.D. testing fee .....	200.00
Photography fee (ART/COMA 2314/3314) .....	50.00
Promissory Note fee .....	80.00
PRST 3301 Guidebook fee.....	35.00
PRST 3305 Evaluation Fee .....	400.00
READ 2100 Training Guide fee.....	75.00
Recital fee (one course).....	200.00
Returned check charge .....	35.00
Science lab fees (per contact lab hour).....	60.00
Student ID card replacement charge.....	30.00
SPED 6340 (Diagnostician Exam/ materials).....	250.00
Student services fee** .....	650.00
Student teaching fee .....	125.00
TEA Educator Program fee .....	35.00
TExES and Materials Fee.....	184.00
Technology fee.....	150.00
Transcript charge.....	10.00
Withdrawal from all classes .....	150.00

\*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.

\*\*\* International Student Fee: This fee is charged for the additional processing, credential evaluations, and regulatory compliance required for processing and maintaining international student documentation. Unlike most universities in the United States, DBU does not charge international students an out-of-state-tuition rate to cover additional international student processing.

# FINANCIAL INFORMATION

## 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%	>15% through 25% of class meetings .....	60%
1% through 5% of class meetings.....	90%	>25% of class meetings.....	No Refund
>5% through 10% of class meetings .....	80%		
>10% through 15% of class meetings .....	70%		

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.

### **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.

## 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: # of classes met / # of total classes contained in the semester = % of the course completed.

EXAMPLE:  $2/16 = 12.5\%$ . 12.5% according to the refund policy equates to a 70% tuition refund  
(Refer to the table above).

### **Students are subject to a \$50 drop per dropped course.**

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 regard 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 above. 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.**

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**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 regard to the effect that withdrawing may have on their financial aid.*

## 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 Guidance Office, which is located in the College of Christian Faith, LC200. You may also print an application from the DBU website, [www.dbu.edu/ministry\\_student](http://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 Dr. Daehnert at 214.333.5855 or Trisha Smith at 214.333.5925.

**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.**

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## Financial Settlement Policy

All students must reach Financial Settlement with DBU prior to the start of each semester. After all grants, scholarships, and federal loans have been applied to the student account, the student must pay the remaining balance in full, enroll in a DBU Payment Plan with a payment method on file, or have an approved loan in place to cover the account balance.

### Financial Settlement Dates

- **Summer 2023- May 31<sup>st</sup>**
- **Fall 2023- August 15<sup>th</sup>**

### What happens when financial settlement is not reached?

Students will be withdrawn from any currently enrolled courses. Students will be allowed to re-enroll via self-service once they have met the previously stated Financial Settlement requirements to enroll.

### Final Payment Due Dates

All personal pay, payment plan, and financial aid student account balances will need to be paid in full by the following final payment dates each semester:

#### Summer Semester

Final Payment Date: July 1

#### Fall Semester

Final Payment Date: December 1

**Students who have not paid their balance in full by the above referenced dates will have a Cashier's Hold placed on their student accounts preventing further registration, access to student records, and/or access to campus and online student services.**

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## 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 payments to be scheduled with a saved payment method 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 \$175.00 Payment Plan fee will be assessed to the account when utilizing an installment plan that was enrolled by an administrator and not the student. A fee of \$55.00 will be assessed for each instance that a payment 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.

**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 enroll in Payment Plan with scheduled payments.

**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

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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](http://www.studentloans.gov).

## **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.**