Dallas Baptist University welcomes applications from persons seeking a Christian education with high academic standards. Individuals who have demonstrated the ability and desire to excel in their chosen field have a greater chance of successfully completing a degree. The University reserves the right to restrict or deny admission to any applicant who is not considered to be an appropriate degree candidate as determined by the University.

Admission decisions will be made in a manner consistent with state and federal non-discrimination laws. Applications for admission are considered by the Graduate Admissions Committee without regard to age, sex, disability, veteran status, race, color or national origin. In order to promote a broad learning environment, DBU welcomes applications from individuals of diverse backgrounds.

The applicant’s academic record should show evidence of academic preparation and the ability to succeed in graduate studies. A satisfactory grade point average does not guarantee admission to graduate studies. The applicant’s genuine motivation for study is taken into consideration by the Graduate Admissions Committee.

The committee also considers such factors as personality and character, leadership potential, professional or military experience, potential for service as a Christian professional, and results of either the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT), when required for the specific program.

In certain cases, a student may be required to enroll in undergraduate courses to make up any deficiencies in the major field of study, and personal interviews may be requested prior to admission.

Students desiring admission to any degree program must apply specifically for that program. Admission to one graduate program does not guarantee admission to another.

While former DBU students are encouraged to apply, previously receiving a degree from DBU does not guarantee admission.

Admission Procedures

Applications for admission to a graduate program are processed by the Office of Graduate Programs, located on the third floor of the Collins Learning Center. All persons seeking admission must complete the graduate application forms provided by the University. Applicants seeking admission will be required to submit the following:

1. A formal Application for Admission to pursue a specified graduate degree program;
2. A non-refundable application fee of $25;
3. Official transcripts for each institution attended as an undergraduate, post graduate, or graduate student;
4. An official GRE/GMAT score report (if applicable). Please refer to the appropriate college for specific information on entrance exam requirements;
5. Two letters of recommendation (applicants to the M.A. in Counseling program should submit three letters of recommendation); recent graduates should request recommendations from professors;
6. A completed Statement of Purpose form outlining reasons for seeking admission;
7. A current résumé (MBA and MAOM applicants);
8. A completed medical form (dorm and international students only);
9. Additional admission requirements as specified by individual degree programs.

All materials submitted will be kept 3 years from date of initial receipt. Applicants are encouraged to maintain regular contact with the Office of Graduate Programs to ensure that all materials have been received and the file has been prepared for submission to the Graduate Admissions Committee. Application materials, once submitted, are the property of the University and cannot be returned.
Minimum Requirements for Full Admission

1. A Bachelor’s degree from a regionally accredited institution.
2. A grade point average of 3.0 or higher on a 4.0 scale in all previous course work.
3. Satisfactory GRE/GMAT scores as required for specific programs (A “satisfactory” score will depend on the special factors considered by each department, as well as the institutional standards monitored by the Office of Graduate Programs).
4. Evidence of sound moral character and compatibility with DBU’s mission.

Probationary Admission

In some cases, the Graduate Admissions Committee may grant probationary admission to an applicant lacking a 3.0 grade point average or the specified scores on the GRE/GMAT. Students admitted on probation will be granted full admission upon successful completion of 12-credit hours. Students with probationary admission must maintain a 3.0 grade point average and receive no grades below “B.”

Incomplete Admission

In some instances, applicants do not have time to submit all of the items required to be considered for full admission before the term in which they desire to enroll begins. Some applicants may not have the opportunity to take the GRE/GMAT or their official transcripts have not arrived from all institutions attended. In these cases, the Graduate Admissions Committee, upon receiving sufficient documentation, may allow the applicant to register for one term. The applicant must complete the application process during the first semester and may not register for additional courses beyond the first semester until formal admittance has been granted. However, formal admittance to the University is not guaranteed.

Applicants granted incomplete admission must earn a 3.0 grade point average with no grade below “B” to be considered for formal admittance. Applicants with incomplete admission files are not eligible to receive financial aid.

Transfer of Credit

Students may transfer up to six hours of graduate level courses (nine hours for the M.A. in Counseling) from another regionally accredited institution provided: (1) a minimum grade of “B” was earned on all courses under consideration, (2) the courses are equivalent to courses in the applicable degree program at Dallas Baptist University, (3) courses were completed within a six year period prior to enrollment in a Master’s degree program at DBU, and (4) none of the courses consist of correspondence or workshop courses, or credit earned through life and work experience.

Students may petition for transfer credit only after acceptance into a graduate program at DBU. Evaluation and approval of credit for transfer shall be made by the director of the appropriate graduate program and the Director of Graduate Programs.

Transient Student Transfer of Credit Admission

Students who are currently active and in good standing in a graduate program at another regionally accredited institution may be permitted to take up to six (6) hours as a transient student, when the purpose of attaining credit is for transfer back to that primary institution. Students must submit a current graduate transcript, a letter of intent, a completed application for Special Admission, the application fee, and obtain approval from both the applicable program director and the Office of Graduate Programs.
International Student Admission
All applicants who are not U.S. citizens, or do not possess a permanent resident alien card, should make application through the International Student Office (not the Office of Graduate Programs). The International Student Office is located in the International Building on the east side of the campus. The International Student Office may be contacted by phone at (214) 333-5427 or by e-mail: (globalinfo@dbu.edu).

In addition to meeting the requirements outlined in the Admissions Procedures, international applicants must meet the following requirements:

- Submit proof of ability to meet the financial requirements while in attendance at Dallas Baptist University;
- English Requirements: Select one of the following:
  (A) Official TOEFL (Test of English as a Foreign Language) score results must be submitted for the applicant to be considered for admission: a paper test score of 550, or a computer-based test score of 213 must be attained on the TOEFL; or
  (B) Students may complete the Intensive English Program at DBU to satisfy English requirements, thus no TOEFL would be required; or
  (C) The TOEFL may be waived at the discretion of the Program Director if four semesters of full-time academic work with a GPA of 3.0 or higher have been completed at other regionally accredited institutions in the United States. International students may be interviewed and tested by DBU staff to determine their ability to communicate effectively in English.
- An international applicant who holds an F-1 student visa is required to carry a full course of study in the fall and spring semesters. According to Immigration and Naturalization Services regulations, a full-time load for a graduate student is nine hours. By choice, students may elect to take more hours.
- Official transcripts must be provided. A translation of international transcript(s) to the U.S. system of grading by a DBU recognized credential evaluation service may be necessary.

International students who meet all admission requirements will be eligible for full admission to the University. All others who are approved for admission will be granted probationary admission until these requirements have been met and 12-credit hours of graduate courses have been successfully completed. DBU does not issue I-20s for distance learning courses.
Degree Requirements

Degree requirements existing at the time of initial admission will remain in effect for a student only if the student is enrolled during at least one of the terms during the academic year and each successive academic year.

Students who have not enrolled for courses during at least one calendar year must file a petition for readmission with the Office of Graduate Programs and must fulfill all degree requirements in effect at the time of readmission.

Graduation Requirements

In order to qualify for any of the Master’s degrees, a candidate must complete all the degree requirements with a minimum grade point average of 3.0.

Admission to Candidacy. When the degree program has been approved by the Program Director, all admission requirements or other conditions have been met, and 18 hours of graduate course work have been completed with a minimum grade point average of 3.0, the student is admitted to candidacy for the appropriate graduate degree.

Residency Requirements. A minimum of 30 credit hours of graduate level courses must be completed as a graduate student at Dallas Baptist University for each Master’s degree earned.

Time Limit For Completion. All requirements for a Master’s degree must be completed within a period of six years from the date of initial enrollment in the program. Enrollment in the first course as a graduate student establishes the beginning of the six-year time allowance.

Transfer of Credit

Students may transfer up to six hours of graduate-level courses (nine hours for the M.A. in Counseling) from another regionally accredited institution provided: (1) a minimum grade of “B” was earned on all courses under consideration, (2) the courses are equivalent to courses in the applicable degree program at Dallas Baptist University, (3) courses were completed within a six-year period prior to enrollment in a Master’s degree program at DBU, and (4) none of the transfer work consists of correspondence or workshop courses, or credit earned through life and work experience. Students may petition for transfer credit only after acceptance into a graduate program at DBU. Evaluation and approval of credit for transfer shall be made by the director of the appropriate graduate program and the Director of Graduate Programs.

Program Requirements

Upon acceptance into a graduate program, a degree plan will be prepared by the Program Director for review by the student. In some instances, prerequisite requirements may be waived based on previous course work, or additional courses may be required based on deficiencies. Courses cannot be waived for credit earned through correspondence, CLEP, or life and work experience. Students cannot receive credit for cross-listed courses already completed at the undergraduate level. In situations where repeated courses are required, substitutions will be allowed by the appropriate Dean of the college. The Program Director will file an official degree plan with the Registrar’s Office. Refer to specific degree programs for detailed information on course waivers. In no case will waivers reduce the 30-hour minimum residency requirement.

Registrar’s Office

(214) 333-5334 • (214) 333-5536 (fax)
www.dbu.edu/registrar/
**Academic Load**

The following chart shows the enrollment status for a graduate student according to the number of hours for which he/she is registered per semester or term. This chart functions as a guide to determine status for loan verification or veteran’s certification. Please note this chart does not determine status for Financial Aid purposes. Students registering for more than 12-credit hours during any semester must have the approval of the appropriate academic dean.

<table>
<thead>
<tr>
<th>TERM OF ENROLLMENT</th>
<th>You are considered FULL-TIME</th>
<th>You are considered THREE-QUARTER TIME</th>
<th>You are considered HALF-TIME</th>
<th>You are considered LESS THAN HALF-TIME</th>
<th>You are considered QUARTER TIME OR LESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>If you are enrolled in at least: 9 hours or more</td>
<td>6.75-8.99</td>
<td>4.50-6.74</td>
<td>2.26-4.49</td>
<td>0.50-2.25</td>
</tr>
<tr>
<td>SPRING</td>
<td>9 hours or more</td>
<td>6.75-8.99</td>
<td>4.50-6.74</td>
<td>2.26-4.49</td>
<td>0.50-2.25</td>
</tr>
<tr>
<td>LONG SUMMER</td>
<td>3 hours or more</td>
<td>2.25-2.99</td>
<td>1.50-2.24</td>
<td>0.76-1.49</td>
<td>0.50-0.75</td>
</tr>
<tr>
<td>SUMMER 1</td>
<td>3 hours or more</td>
<td>2.25-2.99</td>
<td>1.50-2.24</td>
<td>0.76-1.49</td>
<td>0.50-0.75</td>
</tr>
<tr>
<td>SUMMER 2</td>
<td>3 hours or more</td>
<td>2.25-2.99</td>
<td>1.50-2.24</td>
<td>0.76-1.49</td>
<td>0.50-0.75</td>
</tr>
<tr>
<td>LONG WINTER</td>
<td>3 hours or more</td>
<td>2.25-2.99</td>
<td>1.50-2.24</td>
<td>0.76-1.49</td>
<td>0.50-0.75</td>
</tr>
<tr>
<td>SHORT WINTER</td>
<td>3 hours</td>
<td>2.25-2.99</td>
<td>1.50-2.24</td>
<td>0.76-1.49</td>
<td>0.50-0.75</td>
</tr>
<tr>
<td>MINI-TERMS</td>
<td>3 hours only</td>
<td>2.25-2.99</td>
<td>1.50-2.24</td>
<td>0.76-1.49</td>
<td>0.50-0.75</td>
</tr>
</tbody>
</table>

**Audit Policy**

Occasional visitation of classes by currently enrolled students is allowed with the consent of the instructor. Any extended attendance requires registration and payment of appropriate fees. Auditors are admitted to classes on a space available basis under the following guidelines:

1. Any interested person, including currently enrolled students, may audit one or more courses.
2. Non-students must complete an application for admission and be approved for enrollment by the Office of Graduate Programs. A non-refundable $25 application fee will be charged.
3. Individuals who desire to audit graduate courses must be admitted for graduate study or have documentation indicating the completion of a baccalaureate degree and approval from the Director of Graduate Programs.
4. The only period during which students may register for an audit, change a credit class to audit, or change an audit class to credit is during late registration as published in the University calendar. Appropriate tuition and fees will apply. Individuals must complete a Registration Form or Change of Schedule Form (add/drop) as appropriate. The audit class(es) should be clearly marked as such by the advisor by placing AUDIT ONLY in the course description section of the appropriate form.
5. Enrollment as an auditor is subject to the approval of the Dean of the related college. It is recommended that prospective students consult the instructors of courses in which they are interested before they register.
6. Policies governing prerequisites and academic load will be applicable.
7. An auditor is not entitled to have work evaluated by the instructor and the degree of participation is determined by the instructor and Dean. Individuals who wish to participate fully and engage in all instructional activities must register for credit and pay full tuition.

8. Auditing grants only the privilege of hearing and observing and does not grant credit. An auditor’s name will appear on the instructor’s class roll. In order for the designation “AU” to appear on the transcript; however, the instructor must certify that the individual attended at least 75% of the class meetings as an auditor. If the student attends less than 75% of the class meetings, the designation of “X” will appear on the transcript.

9. Audit and other appropriate fees, as prescribed in the University Schedule of Classes, are due at the time of registration.

10. Full-time faculty and staff members are eligible for audit tuition benefits consistent with the guidelines established in the University Tuition Remission Policy.

Adding and Dropping Courses
Within the Add/Drop deadlines as recorded in the Academic Calendar, a student may change course sections, add one or more course(s), or drop one or more course(s), with no change recorded on the permanent record. In every case the student must submit a properly executed Add/Drop Form. To be properly executed, the form must be signed and dated by the student’s academic advisor and be received in the Registrar’s Office. The student must withdraw from the course within the first 60% of the term, according to the date and time specified in the Schedule of Classes and the Academic Calendar. After that date, the student will not be allowed to officially withdraw from a course. If the student has entered into a financial aid agreement, the student should meet with the Financial Aid Office. In every situation, the student is responsible for making sure that the form progresses through each step in the Add/Drop process, whether the process is conducted in person on the main campus or through faxes and telephone conversations. Any appropriate refund will be calculated according to the date the Add/Drop Form is received in the Registrar’s Office. Students are subject to a fee each time a course is dropped.

Note: International students are responsible for maintaining appropriate course loads per INS guidelines. All add/drop/withdrawals can only be processed upon approval of the International Office and appropriate academic advisor.

Official Withdrawal
It is the student’s responsibility to officially withdraw from the University when necessary. Failure to officially withdraw through the Registrar’s Office will cause the student to receive an “F” in each course regardless of the record at the time the student ceased to attend class. (Withdrawal from the University does not automatically withdraw the student from housing.)

After the Add/Drop deadlines recorded on the Academic Calendar, a student may drop one or more courses; this is defined as Withdrawal. Withdrawal from ALL courses on ANY date is known as Official (full) Withdrawal from the University. If the Official (full) Withdrawal occurs prior to completing 60% of the semester or term, a pro-rated portion of all Federal Financial Aid received during the semester must be returned to the federal aid programs within 45 days of withdrawal.

In every case the student must submit a properly executed WITHDRAWAL FORM. To be properly executed, the form must (1) be signed and dated by the instructor for EACH course and (2) be received in the Registrar’s Office. If the student has entered into a financial aid agreement, the student should meet with the Financial Aid Department. Federal Financial Aid recipients who withdraw from all classes before 60% of the semester is completed, will be required to return a portion of the Federal Financial Aid received. In every situation, the student is responsible for making sure that the form progresses through each step in the withdrawal process, whether the process is conducted in person or through fax and
### Grading and Retention

Listed below are graduate grades and the corresponding number of grade points per credit hour.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Good</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Good</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Good</td>
<td>1.67</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>*</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td><em>(Attendance 75% or more)</em></td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
<td><em>(Attendance Less Than 75%)</em></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td><em>(Attendance 75% or more)</em></td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>*</td>
</tr>
<tr>
<td>NC</td>
<td>NoCredit</td>
<td>*</td>
</tr>
</tbody>
</table>

*Not Computed.

Any appropriate refund will be calculated according to the date the withdrawal form is received in the Registrar’s Office. Students are subject to the appropriate fee.

Note: Once the withdrawal period has expired, the grade of “F” will be assigned for courses not completed.

**Grading and Retention**

**Incomplete Grades.** Grades of “I” may be awarded only upon the approval of the faculty member involved. The student must remove the “I” no later than thirty calendar days preceding the end of the first long semester following the awarding of the “I” (such date to be published in the Academic Calendar); otherwise the “I” will become an “F.” The grade “I” may be assigned only when the student is currently passing the course and in situations involving extended illness, injury, death in the family, or as a result of employment or government reassignment (documentation required). These events must be the cause of a student’s inability to complete course work.

Students who receive more than one “I” in a semester will be reviewed by the respective college’s Dean and the Program Director to determine his or her eligibility for continued enrollment.

**“W” Grades.** A student may withdraw from a single course, or from the University completely, and be eligible to receive a “W” for the course(s). This grade will indicate that the student will not receive credit for the course nor will the course be computed in the student’s GPA. The student must withdraw from the course by the deadline date and time specified in the *Schedule of Classes* and the *Academic Calendar*. If an Official (full) Withdrawal occurs prior to completing 60% of the semester or term, a prorated portion of all Federal Financial Aid received during the semester must be returned to the Federal Aid Programs within 45 days of withdrawal.

**Grade Report**

Students may access their grades through DBU’s WebAdvisor information system. Grades are available for viewing upon entry of the grade by the instructor. The address for WebAdvisor is webreg.dbu.edu. Grades will not be given out through departments but may be received from the instructor at the instructor’s discretion. Grades cannot be distributed by phone or e-mail.

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**Pictured Right:**

Graduating senior Eric Darjean received the President’s Senior Servant Leader Award at the annual Honors Day Convocation.
Probation and Suspension

GPA Requirement. A student granted Probationary Admission must maintain a 3.0 GPA with no grade below “B” for the first 12-credit hours to remain in the program.

A student whose cumulative grade point average drops below 3.0 will be placed on Academic Probation and must raise his/her cumulative GPA to 3.0 or better during the next semester. A student placed on Academic Probation for two consecutive terms or a total of three times in nonconsecutive terms will be suspended from academic studies. Academic Suspension will also be imposed at any time a student’s grade point average falls below 2.5.

Failing Grades. A student with a cumulative GPA above 3.0, who receives a failing grade (F), will be placed on Academic Probation and must retake the failed class within the next 12 months.

A student with a cumulative GPA below 3.0, who receives a failing grade (F), will be placed on Academic Suspension. A suspended student may only be reinstated to the Graduate Program upon written request and subsequent approval of the Graduate Admissions Committee. Upon reinstatement to the University, a student must retake the failed course in the next term in which that course is available.

Probation and Suspension Defined

Academic Probation is defined as a conditional enrollment period of one term wherein the student must achieve and maintain a GPA not less than 3.0. Academic Suspension is defined as enforced academic withdrawal from all university classes due to unsatisfactory academic progress with a cumulative GPA of less than 3.0.

Application for Graduation

Application for graduation from Dallas Baptist University must be made through the Registrar’s Office BEFORE the published deadline, (see Academic Calendar on page 66) and preferably at least one semester before the semester of graduation.

All grades must be officially transmitted to the Dallas Baptist University Registrar’s Office at least four days prior to the date of graduation. Applicants who apply for graduation and fail to meet requirements must reapply and pay additional fees. The Registrar’s Office will officially certify the completion of degree requirements.

Transcript of Credits

The transcript of college credits is an official copy of the student’s permanent record, bearing the school seal and the signature of the Registrar. Copies of the student’s transcript are available on the student’s written request from the Registrar’s Office. Transcripts are $5.00 each. Payments are made in advance to the Cashier’s Office.

A student should allow a minimum period of two working days for delivery of the transcript after the request has been submitted either in person or in written form. A minimum period of three weeks should be allowed for the receipt of the transcript at the close of the semester for which grades are being requested.

Transcripts will not be released if the student owes money to the University except as occasionally required by law. This policy includes, but is not limited to, the library, bookstore, athletic department, or any other department or agency considered a part of the University.

Academic Conduct Policy

Consistent with the Christian character and values of Dallas Baptist University and in order to encourage and preserve the honor and integrity of the academic community, the University expects its students to maintain high Biblical standards of personal and scholarly conduct.

Honor Codes

It is the purpose of Dallas Baptist University to provide students with an educational experience that will allow them to grow in every aspect of their lives. Central to the success of the student is the knowledge that God made us in His own image. This reminds us that in the vast universe that reflects God’s glory, humans are uniquely “crowned with glory and honor” (Arthur F. Holmes, The Idea of A Christian College).

Through the Honor Code at Dallas Baptist University students are to uphold the integrity of themselves, their fellow students, and God by maintaining the highest moral and ethical character in all aspects of their college career.

Faculty members are encouraged to remind students in their classes of this written statement of policies and procedures developed by the University in regard to cheating on examinations, plagiarism, collusion, and other academic-related misconduct.

The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity.

Proverbs 11:3
All instructors or proctors shall have the right to examine materials in the student’s possession during quizzes, tests, and/or laboratory sessions.

In instances of cheating during an examination or other classroom or laboratory activity or exercise, the instructor shall have the right to suspend the student(s) who is (are) cheating from further work on the examination or exercise and to deny the student(s) credit for the examination or exercise.

Academic misconduct includes, but is not limited to, the following:

**Cheating** shall be defined as copying from another student’s test paper, laboratory report, other written work, or computer files and listings; using, during a test or laboratory experiment, material and/or devices not authorized by the person in charge of the test, including the sharing of calculator results or information; willfully cooperating with or seeking aid from another student during a test or laboratory experiment without permission; knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; substituting for another student, or permitting another student to substitute for oneself, to take a test or other assignment or to make a presentation.

**Plagiarism** shall be defined as the appropriation, theft, purchase, memorization, or obtaining by any means another’s work, and the unacknowledged submission or incorporation of that work as one’s own offered for credit. (Appropriation includes the quoting or paraphrasing of another’s work without giving due credit.)

**Collusion** shall be defined as the unauthorized collaboration with another in preparing work offered for credit. A student is not guilty of collusion if he or she merely discusses with another a matter relevant to the work in question.

**Abuse of resource materials** shall be defined as mutilating, destroying, concealing, or stealing such materials.

**Classroom misconduct** shall be defined as any conduct by a student during a class meeting which is disrespectful of another person or disrupts the progress and continuation of the class in the judgment of the instructor, regardless of the time and location for the class meeting.

**Computer misuse** shall be defined as unauthorized or illegal use or destruction of computer software or hardware through the DBU Computer and Technology Department or through any programs, terminals, or freestanding computer owned, leased, or operated by DBU or any of its academic units.

**Possible Actions**

Any one or more of the actions listed below may be taken with regard to a student who has engaged in academic misconduct.

A. **Action by the Faculty Member**
   1. Handle as a confidential matter between the student and the faculty member.
   2. Notify the Dean that an incident has occurred and has been dealt with.
   3. Assign a grade of “F” (or a zero) for the examination or assignment.
   4. Recommend to the Dean that the student be dropped immediately from the course with a grade of “F.” This grade cannot be changed by student-initiated withdrawal.
   5. If the alleged incident occurs during a final examination, an “I” (incomplete) shall be given to the student until a decision is made.

B. **Action by the Dean**
   1. Place a written incident report in the student’s permanent University record.
   2. Recommend to the Vice President for Graduate and Corporate Affairs that the student be placed on probation at the University for a specified period of time.
   3. Recommend to the Vice President for Graduate and Corporate Affairs that the student be suspended from the University for a specified period of time.
   4. Recommend to the Vice President for Graduate and Corporate Affairs that the student be expelled from the University.

C. **Action by the Vice President for Graduate and Corporate Affairs**
   1. Place the student on probation at the University for a specified period of time.
   2. Suspend the student from the University for a specified period of time.
   3. Expel the student from the University.
Academic Appeal and Academic Misconduct Procedure

Applications for a formal academic appeal are available in the Registrar’s Office. In order to ensure an appeal process that is fair and timely to all parties involved, the following procedure is in place for academic appeals.

- If the student wishes to file a formal concern regarding classroom procedure, the process starts with step 1a below.
- Should the faculty member find a student subject to academic misconduct as defined in the University catalog, the process starts with step 1b below.
- If a student wishes to raise grounds for challenging a specific academic policy of the University, not the resolution of an academic matter with a faculty member or other responsible person, the appeals process begins with step 7 below.

Upon receipt of a formal written appeal in the Registrar’s Office, the procedure below will be followed.

1. The student should schedule a conference with the faculty member (or other individual directly responsible) within 14 calendar days of receipt of final grade notification. The faculty member (or other individual) may resolve the problem at that point. (Skip to step 2.)

2. If the faculty member is unavailable, the student shall notify the Dean of the appropriate college in writing within seven calendar days after receipt of notification to arrange a conference with the faculty member.

3. If the matter is not resolved to the satisfaction of the student, he/she may submit a written appeal to the Dean of the appropriate college (and the chair of the appropriate department, if applicable) within seven calendar days of the conference.

4. The Dean of the appropriate college (and the chair of the appropriate department, if applicable) shall schedule a conference with the student and/or other involved persons within seven calendar days of receiving the appeal from the student.

5. The Dean shall notify all parties in writing of his/her decision within seven calendar days after the conference.

6. If the student believes the decision of the Dean is unwarranted, he/she may appeal to the appropriate undergraduate or graduate Academic Appeals Committee in writing within seven calendar days after receipt of the decision of the Dean.

7. The Academic Appeals Committee shall establish a regular monthly meeting date for the purpose of hearing appeals. The date shall be published in all appropriate University publications. The deadline for filing an appeal shall be one week prior to a meeting. Appeals filed after the deadline will be heard at the next meeting of the committee. All parties involved shall be notified of the meeting date at which the appeal will be heard and given the opportunity to be present.

8. The Academic Appeals Committee shall notify all parties in writing of its decision within seven calendar days.

9. If a student believes the decision of the Academic Appeals Committee is unwarranted, he/she may appeal to the Vice President for Graduate and Corporate Affairs in writing within seven calendar days after receipt of the decision of the Academic Appeals Committee.

10. If requested, the Vice President for Graduate and Corporate Affairs shall schedule a conference with the student and/or other involved parties to be held within 14 calendar days of the receipt of the student’s appeal.

11. The Vice President for Graduate and Corporate Affairs shall notify all parties in writing of his/her decision within 14 calendar days after the conference.

Note 1: The Academic Appeal and Academic Misconduct Appeal Procedure is an internal academic process of the University and legal counsel may not participate in any conference or hearing.

Note 2: Faculty members have the same right of appeal as the student at each stage of the above process.
Electronic Mail Policy

The use of electronic mail (e-mail) is a privilege and must be treated as such. Its use is limited to staff, administration, faculty, and enrolled students. Its misuse can result in the loss of access to e-mail and/or other resources. Violations of this policy may be dealt with in the same manner as violations of other university policies and may result in a disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of information systems usage privileges, dismissal from the University, and legal action. Violation of some of the policies may constitute a criminal offense(s). The purpose of the e-mail policy is to enhance the efficiency and effectiveness of communication, if used appropriately. All enrolled students using the DBU Computer Lab must also comply with the DBU Computer Lab Student Access Policy.

The following policies and guidelines are intended to promote responsible use of e-mail:

1. All e-mail must relate to University business. Items such as chain letters, fund raisers, commercial use, and mass national efforts are not allowed.
2. The DBU campus e-mail system cannot be used as an avenue to advertise the selling of goods or soliciting donations from students, faculty, staff, student organizations, or Lab School personnel.
3. Fraudulent, harassing, obscene, or pornographic messages and materials are not to be sent, received, printed, requested, or stored.
4. Any communication that violates DBU policies and/or local, state, or federal laws and regulations is prohibited.
5. The content, confidentiality, and maintenance of an electronic mailbox is the responsibility of the person to whom the e-mail account is assigned.
6. Each person is responsible for eliminating messages no longer needed from the file. Accounts accumulating excess e-mail will be reviewed and addressed by the Director of Computing and Technology.
7. Any college or department may send an e-mail with 10 or more users within the college or department with the approval of the Academic Dean or the head of the department.
8. Any e-mail addressed to 10 or more users (including all users) that have not been previously approved, or 10 or more users outside your college or department, is to be approved by the appropriate vice president.
9. Be aware of forged mail. If a person has acquired another individual’s password, forged mail could be sent. Also, e-mail that originates from outside DBU may not be subject to strict security. If a message appears out of character for the sender, it may be a forgery, and you should contact the sender by another means for verification.
10. Although students have individual access passwords to voicemail, e-mail, and computer network systems, these systems are accessible at all times to and by the University and may be subject to periodic, unannounced inspections by the University for business purposes. Backup copies of e-mail and voicemail may be maintained by the University and may be reviewed for business, legal or other reasons.
11. In addition, Dallas Baptist University is not legally responsible for the personal online activities or publications of students, which are solely a result of their individual, independent judgment. Students who use the resources and equipment of DBU to personally publish any opinions, material or other information expressly assume all responsibility and liability for that publication and waive any right to make claims against the University for injury or damages resulting from that use. This includes claims for libel and copyright infringement.
Internet Policy

The Internet is made up of many networks located throughout the world which operate under each network’s own independent management. No one entity or authority owns or exercises central control over the Internet. There are, however, a few entities which assign Internet addresses to the participating networks and a number of service providers which arrange access to Internet for users.

All users of the Internet through the DBU computer system must conform to DBU policy for use of its computer facilities and also to all federal and state laws. Use of the Internet should conform to DBU’s emphasis on Christian values and guidelines.

The DBU user is responsible for his/her actions while using campus computer network services, including the Internet and electronic mail (e-mail). The Internet is not to be used by any individual using another’s login and password. The person to whom any account is assigned will be held responsible for activities that take place with that account.

Playing games and use of network chat programs are specifically prohibited, since they place an undue burden on limited resources. Furthermore, the posting of any Internet messages by DBU users, including through a “LISTSERV” group, which purport to have or indicate sponsorship by the University is prohibited unless specifically authorized in advance by the appropriate vice president.

Use of the DBU computer network, including access to the Internet, is a privilege, not a right, which may be revoked at any time for misuse. Examples of misuse include, but are not limited to, the following: the placing of unlawful information on a system and the use of fraudulent, harassing, racist, obscene, or pornographic messages. Such materials are not to be sent, received, printed, requested, or stored.

Violations by students will result in disciplinary action. The University has the ability to identify certain Internet addresses accessed by campus users and may monitor and control such usage.

In addition, Dallas Baptist University is not legally responsible for the personal online activities or publications of students. Students who use the resources and equipment of DBU to personally publish any opinions, material, or other information expressly assume all responsibility and liability for that publication and waive any right to make claims against the University for injury or damages resulting from that use. This includes claims for libel and copyright infringement.
Eligibility
To be eligible for institutional scholarships, a student must be in good-standing academically with the University and be making satisfactory progress toward his/her educational goals. Other eligibility requirements may exist for each specific award; please check the scholarship section of this catalog or contact the office that awarded your scholarship for more information.

To be eligible for federal or state financial assistance, a student must meet the guidelines established by the U.S. Department of Education and the State of Texas, some of which are outlined below. The student must:

- Be a U.S. citizen, U.S. permanent resident, or other eligible non-citizen. Check with the Office of Financial Aid for details.
- Be fully admitted to the University as a regular graduate student. Students admitted to DBU on a conditional or special basis (i.e., incomplete admission file) may be provided estimated financial aid awards, but no aid will be disbursed until the student completes his/her admission file. Visiting students at DBU who are pursuing degrees at other colleges are not eligible for financial aid.
- Be enrolled in an eligible program for the purpose of obtaining a degree or state licensure. Test-prep courses or non-degree programs not required for licensure are not eligible for federal or state assistance.
- Not be in default or delinquent on any loan program with the state or federal governments, or have borrowed in excess of the loan limits on federal loan programs.
- Not owe a refund on grants previously received under the Federal Pell Grant, the Federal Supplemental Education Opportunity Grant, or the Leveraged Educational Assistance Grant.

The primary objective of the financial aid program at Dallas Baptist University is to provide assistance to students who, without such assistance, would be unable to pursue a graduate education. It is the philosophy of the University that, to the extent able, the student has the primary responsibility to pay for that education. Therefore, financial aid is provided as an additional resource to help the student meet the financial obligations associated with attendance at DBU. The information included in this catalog is provided to guide you on how to finance your educational expenses.
2. The DBU Supplemental Application for Financial Aid and Scholarships, available from the Office of Financial Aid, must be submitted annually by every financial aid applicant. Continuing students wishing to apply for institutional scholarships must submit the supplemental application by March 15.

3. If the student is selected for verification—a process required by the U.S. Department of Education for some students applying for federal aid—the student will have to submit additional documentation as requested or may be required by the Office of Financial Aid.

**Student Rights and Responsibilities**

You have the right to know...

- What financial aid programs are available at Dallas Baptist University.
- The deadline for submitting an application for each of the programs.
- How financial aid will be distributed, how decisions on distributions are made, and the basis for these decisions.
- How your financial aid was determined. (Costs for tuition, fees, room, board, travel, books, supplies, personal and miscellaneous expenses are considered in your budget).
- What resources (your current assets, parental contribution, other financial aid, etc.) were considered in the calculation of your need.
- How much of your financial need, as determined by DBU, has been met.
- The details of the various programs in your student aid package.
- What portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when the repayment is to begin.
- How DBU determines if you are making satisfactory academic progress and what happens if you are not.

**In Accepting Your Responsibilities You Must ...**

- Complete all application forms accurately and submit them on time to the proper place.
- Provide correct information. In most instances, knowingly reporting misinformation on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or the agency to which you submitted your application.
- Be responsible for reading and understanding all forms that you are asked to sign, and for keeping copies of them.
- Live up to all agreements that you sign.
- Perform the work agreed on in accepting a university work-study award.
- Be aware of and comply with deadlines for application or reapplication for aid.
- Be aware of the DBU refund procedures.
- Be aware that early withdrawal from the term may result in a pro rata reduction of financial aid eligibility. Such a reduction may require that you repay money that you received to attend school.
- Report changes in name, address, telephone number, and e-mail address to the proper office.

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Pictured Left: Graduating student Ayo Lynn reads passages of Scripture for the Commencement ceremonies.
Priority Dates and Deadlines

Rather than operating under strict deadlines, the Office of Financial Aid makes an effort to provide funds to students as long as funds are available. However, priority deadlines do exist because funds are limited. The following time periods have been established as priority deadlines for students applying for financial aid at DBU:

- The priority deadline for a student to complete his/her file in order to receive federal or state financial aid for the fall semester is March 15.
- If the March 15 priority deadline is not met, the student’s file should be completed at least thirty days prior to the start of the registration period for the academic semester or term in which aid is desired. Applications completed after this time cannot be guaranteed to be complete by Advance Registration. (Please see the semester Schedule of Classes for advance registration dates.)
- Scholarship applications for continuing students should be completed by March 15 before anticipated enrollment in the fall.
- Federal loans and state grants will not be certified until the student’s application status for admission is complete. Students borrowing federal student loans must also complete a “Federal Student Loan Entrance Counseling packet.”
- Enrollment and Financial Aid: To be eligible for most Federal and State aid, a student must be enrolled for a minimum of 4.5 credit hours (graduate half-time status) within an award period.

Fall award period: To be considered half-time, the student must register and attend for at least 4.5 hours in the fall semester. Classes in the August Mini-Terms may be counted with the fall classes to determine enrollment status. (Federal/State aid is not available for any fall short terms beginning after the twelfth day of classes in the long semester.)

Spring award period: To be considered enrolled half-time, the student must register and attend for at least 4.5 hours during the spring semester. Classes in the Winter Mini-Terms may be counted with the spring classes to determine enrollment status. (Federal/State aid is not available for any spring short terms beginning after the twelfth day of classes in the long semester.)

Summer award period: To be considered enrolled half-time, the student must register for and attend at least 4.5 hours during the summer terms. Because summer is separate from the standard academic year, eligible enrollment must fit into attendance patterns that include at least one-half of the summer. To be considered for summer assistance, a Summer DBU Supplemental Application must be submitted by March 15. Contact the Office of Financial Aid for more information.
Renewal of Aid
The Office of Financial Aid attempts to award aid each year consistent with the student’s prior year awards as long as funds are available and the student continues to meet the eligibility requirements of each aid program. The student must complete the application process outlined above and submit all applications to the Office of Financial Aid by the published priority deadline to be considered for institutional scholarships and all other aid. The FAFSA and DBU Supplemental applications are required each new financial aid year. For most aid programs, the financial aid year begins in the fall and ends with the spring term. Summer is considered a “trailer” to the previous financial aid award year. Eligibility for summer assistance is determined by submission of the Summer DBU Supplemental Application and the prior year FAFSA results. It is not part of the renewal of aid process.

Determination of Financial Aid
After the Office of Financial Aid has received the appropriate applications and forms listed earlier, the student’s financial need and the types of awards for which he/she qualifies will be determined based on the information obtained from these forms.

The Office of Financial Aid will make every effort to assist the student in meeting financial need using all resources available. In addition, other “non-need based” aid is also available. A financial aid counselor is available to discuss any question a student may have regarding the student’s financial situation.

Award Procedures
For financial aid programs in which need is the factor in determining eligibility, outside and institutional scholarships are awarded if the student qualifies. If a student continues to have remaining unmet need, additional need-based grants and gift aid are awarded provided the student meets all eligibility criteria and funds are available.

After gift aid sources have been applied, then additional awards are packaged from self-help types of aid (employment and loans). Student employment is considered if the student worked in the prior year or requested work-study on his/her DBU financial aid application. Generally, work-study is awarded if funds exist unless it appears that employment would be detrimental to the student’s academic performance, or it would be impractical for the student to work because of limited eligibility. When eligibility for all other funds has been exhausted or when all other funds have been encumbered, loans will be awarded to fill the remaining unmet need or cost of attendance.

Satisfactory Academic Progress
Dallas Baptist University is required by law to formulate standards to gauge the progress of students receiving financial assistance through federal, state, or institutional student aid programs by applying both qualitative and quantitative measurements to academic work (34 CFR 668.16(e)). A maximum time limit for the completion of a degree, a comparison of attempted to completed credit hours, and a minimum cumulative grade point average (CGPA) are used by Dallas Baptist University to measure satisfactory academic progress. Satisfactory progress is reviewed at least once per academic year, at the end of the spring semester. Students who do not meet either the qualitative or quantitative standards after each academic year and who are not currently on probation or suspension shall be given one academic year of probation in which they may receive aid while attempting to remedy their academic deficiency. An exception to this rule is for students who exceed the overall time limits for program completion. Once the maximum time frame is exceeded, the student is suspended from additional financial assistance to complete that program. If a student does not remedy the deficiency during the academic year of probation, he/she will be placed on financial aid suspension for the next academic year.
The Office of Financial Aid will determine the student’s “financial need” using the following formula:

\[
\text{COST OF ATTENDANCE (tuition, room, board, books, fees, and other expenses)} - \text{FAMILY CONTRIBUTION (as calculated by the Federal Government)} = \text{FINANCIAL NEED}
\]

Quantitative Progress
Federal student aid regulations state that student eligibility cannot extend past 150% of the stated length of a student’s program of study. Most graduate degree programs at Dallas Baptist University require 36 or more semester credit hours for completion. Therefore, a student who is working toward a Master’s degree must complete that program within 54 attempted semester credit hours (36 hrs. x 1.5). The maximum time frame for a post-baccalaureate certificate program would be similarly calculated. A student’s entire enrollment history is considered when evaluating academic progress within the established time frame, whether or not aid has ever been received. As indicated in the above paragraph, at the end of the academic year in which the maximum number of allowed hours has been attempted, the student loses eligibility for financial assistance to complete that program.

A financial aid recipient must also be making progress toward completing the program during each year by completing two-thirds of the number of the semester credit hours attempted during the regular academic year. Audited courses cannot be funded with financial aid, nor counted in the progress requirements. At the end of the spring semester a student must have successfully completed 66.67% of course work attempted during the current year at Dallas Baptist University. Any student who fails to complete 66.67% of the hours for which financial assistance was received will be placed on financial aid probation for the next academic year. Any student who stops attending class and does not officially withdraw from the University or receives a grade of “F” in every attempted course of the semester will be placed on financial aid suspension at the end of the semester.

Courses with a recorded grade or mark of “F”, “W”, or “I” are not considered successfully completed. Only courses attempted at DBU will be considered in measuring the completion rate for academic progress. Courses transferred from other institutions will be considered only for monitoring the overall time frame for completion of a student’s program of study and in computing the cumulative GPA.

Qualitative Progress
Each financial aid recipient’s academic record is reviewed at the end of the spring semester to measure the student’s qualitative academic progress. Students are expected to maintain a minimum CGPA of 3.00 while they are enrolled in graduate studies at Dallas Baptist University. A student falling below this minimum CGPA shall be given one academic year of probation in which they may receive aid while attempting to remedy their academic deficiency. Failure to attain the minimum CGPA by the end of the probationary period will result in financial aid suspension. However, if the student is dismissed from the graduate program, financial aid eligibility will be suspended immediately and remain suspended until the student is allowed to re-enter the program.

Reinstatement Procedures
Students who have lost eligibility to receive financial aid as a result of financial aid suspension must complete the number of deficient hours or deficient grade points using their own resources and attain the minimum standards of satisfactory academic progress before becoming eligible to re-apply for aid. If the student on probation or suspension meets the minimum required standards prior to the end of the next academic year, a request for reinstatement to good standing may be submitted in writing to the Office of Financial Aid. If a determination is made that the student is qualified for reinstatement, the upgraded status will become effective with the start of the next period of enrollment.

Appeals Procedures
The university recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Any student subject to suspension of financial aid eligibility may appeal to the Director of Financial Aid for a review of the decision. The appeal must be submitted in writing and must include an explanation and documentation of the reason(s) why the minimum academic standards required by this policy were not achieved, and that the adversity has been resolved. All appeals must be attached to an Appeal for Exception to Standards of Satisfactory Academic Progress form that
can be obtained from the Office of Financial Aid. The Director of Financial Aid will review the appeal and can approve the request or refer it to the Financial Aid Appeals Committee. The committee shall have the authority to approve or deny the appeal. The committee’s decision is final. The committee shall also have the authority to place conditions upon the receipt of any financial aid for those cases in which aid is reinstated. The student will be notified by the Director of Financial Aid, in writing, within five working days of the committee’s decision. All documents pertinent to the appeals process become part of the student’s financial aid record.

Financial Aid Refund Policy
DBU uses student accounts to assess charges and apply payments against those charges. If a student’s account balance is a credit, it is the policy of the University to refund the credit to the student in a timely manner under most circumstances. Credit balances caused by financial aid are refunded only after a careful review of the student’s account and eligibility for aid. If a credit balance refund is due the student, the refund is made to the student within the time frame required by federal regulations. The refund will be issued in the form of a check made payable to the student and issued by the Cashier’s Office.

A student who receives a refund based wholly or partly on financial aid, and later changes enrollment status, may be required to repay all or part of the aid received to the University or to the appropriate federal or state aid programs.

Students receiving federal aid other than Federal Work-Study funds who withdraw or change enrollment status (increase or decrease semester hours taken) will have federal aid adjusted in accordance with formulas prescribed by the Federal Title IV Program, or DBU policy, whichever is applicable.

A student who withdraws from the University will receive only the balance that remains, if any, after the appropriate refund calculation has been performed by the Office of Financial Aid and according to federally mandated Return of Federal Title IV Funds Policy listed below.

Return of Federal Title IV Funds Policy
Dallas Baptist University returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester or stops attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.

2. If the student completely withdraws from all classes before completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.

3. If the student does not officially withdraw from classes, and stops attending all classes, a pro-rated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education (DOE) will be used to determine the amounts and order of return. If a student’s share of the return amount exists, the student will be notified and allowed 45 days from the date of...
Credit balance refunds due to students will not be processed until after the Add/Drop period closes each semester (consult the semester schedule of classes for this date). Eligibility for a refund depends on several factors and will be determined by the Office of Financial Aid. Changes in any of these factors, such as dropping courses or withdrawing from the University, could result in delays in receiving a refund or the reduction of the student’s aid package, thereby removing a potential credit balance.

**Programs of Student Financial Aid**

Financial aid is divided into two categories—gift aid and self-help aid. Gift aid includes grants and scholarships. Grants will only need to be repaid by the student if he/she drops below the required enrollment level or withdraws from the university during the period in which the aid is received. Under Federal Title IV program regulations a student may be required to return a portion or all of the aid received. See the section on “Return of Federal Title IV Funds Policy” for more details. College Work-Study programs and loans are considered to be self-help aid. Students should remember that loans must be repaid. The following will give additional information about some of the different types of aid available at DBU.

Information regarding specific yearly amounts for each type of federal aid listed is available in the “Student Guide,” which is published each year by the U.S. Department of Education and may be obtained from the Office of Financial Aid.

**Gift Aid**

**Grants**

Grants are gifts of money and are usually awarded on the basis of financial need. A student’s financial aid package may include grant money whenever eligibility and funding levels permit. Graduate students are not eligible to receive the Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG).

**Tuition Equalization Grant**

The Tuition Equalization Grant (TEG) is a Texas-sponsored program for residents attending a private university in the state of Texas. The TEG is provided to help offset some of the difference in cost for students attending private universities in Texas. Students must meet the following eligibility requirements to be eligible for TEG:

- Must meet all requirements to receive federal aid as described previously;
- Be a legal Texas resident;
- Be enrolled full-time at the graduate level (nine or more hours) in a semester to receive the grant for that semester;
- Not be the recipient of an athletic scholarship;
- Not be a Biblical Studies, Christian Ministries, Church Music, or Religious Education major.

Some exceptions apply for non-ministerial students. Contact the Office of Financial Aid for more information.

- Income level of the family may not exceed $90,000 per year. The Office of Financial Aid completes the application for TEG funds for all eligible students as long as funds are available. Information from the Free Application for Federal Student Aid (FAFSA) is used to determine eligibility. TEG funds are limited, so students are encouraged to apply for financial aid before the priority deadlines published in the university calendar.

**Scholarships**

A limited number of scholarships are available for students attending DBU. Most scholarship programs also have a limited amount of funding with priority deadlines for making application. New students should contact the specific colleges for complete and current information on continuing student scholarships. Some of the scholarships available for graduate students are listed below:

**The Church Matching Grant Scholarship.** Beginning in Fall 2002, DBU will match up to $1500 per year given on a student’s behalf from his/her local church. Certain restrictions may apply. Contact the Office of Financial Aid for more information.

**Christ For the Nations Institute Scholarship.** DBU offers a tuition scholarship of $50 per credit hour to graduates of CFNI who enroll at DBU on a full-time or part-time basis. Students will be required to submit a copy of their CFNI diploma to the Office of Financial Aid.
Self-Help Aid

Student Employment Programs

Federal Work-Study/Texas College Work-Study Programs. DBU participates in the federal and state College Work-Study programs. These programs are designed to provide part-time employment for students with financial need who wish to help pay a part of their educational expenses by working on campus.

Federal/Texas Work-Study is awarded by the Office of Financial Aid, often in combination with other forms of financial aid, to help meet educational expenses. Students desiring to work are required to seek jobs on campus by contacting offices that employ work-study students and interviewing with the work-study supervisors in those offices.

Career Services and the Office of Financial Aid assist students in seeking employment, but it is the responsibility of the student to find a job. Students may request work-study consideration when submitting the DBU financial aid application and the FAFSA.

Students who participate in this program work an average of 5-20 hours per week. General wage policies are established by the University within the guidelines established by the U.S. Department of Labor and U.S. Department of Education.

Work-study students are not eligible for fringe benefits such as holiday, vacation, or sick pay. Each office that employs work-study students provides job descriptions. Students are required to attend a work-study meeting the first week of classes in the fall semester.

Other Student Employment. DBU provides employment services to students through the Career Services Office located on the second floor of the Collins Learning Center. Students are encouraged to make use of these services for assistance in locating part-time employment on or off campus.

Student Loan Programs

The University participates in several loan programs that offer help to students who need additional financial assistance. The purpose of all loan programs is to assist students unable to obtain sufficient support from other sources. Student loans must be repaid. Therefore, students are highly encouraged to borrow only what they need to cover direct educational expenses.

In order to qualify for assistance under any of the loan programs, the student must complete the Free Application for Federal Student Aid (FAFSA) and the DBU Supplemental Application for Financial Aid and Scholarships for the appropriate academic year. These forms are available from the Office of Financial Aid. A separate application process for each loan exists and must be completed by the student wishing to receive the loan.

Students who receive federal loans are required to attend an entrance counseling session before the loan application process can be completed. Students must also attend an exit counseling session upon their graduation or withdrawal from the University. This exit counseling session is required by federal regulation and should be completed within 30 days of graduation or upon withdrawal from the University. Students in their last semester at DBU can schedule the exit counseling session during the Patriot Salute or individually at the Office of Financial Aid.

Federal Perkins Loan Program. The Federal Perkins Loan Program provides long-term, low interest loans for students who qualify. The amounts awarded vary, depending on financial need, year in school, and availability of funds. To receive the Federal Perkins Loan, the student must exhibit exceptional need, which at DBU is defined as financial need greater than one-half the cost of attendance.

Indebtedness under the Federal Perkins Loan Program may be fully or partially canceled for students who meet certain conditions. Check the Financial Aid Student Guide for more information.
Federal Stafford Loan Program. The Federal Stafford Loan program consists of two types of loans: the Federal Subsidized Stafford Loan and the Federal Unsubsidized Stafford Loan. These loans are secured from a private lender such as a bank, credit union, savings and loan association, or insurance agency. DBU does not currently participate in the Federal Direct Loan Programs. Loan eligibility varies depending on the student’s year in school and dependency status. Federal Stafford Loans are available to post-baccalaureate and graduate students. Please consult the Financial Aid Student Guide for specific information on eligibility and amounts available.

The student must meet certain income requirements (as determined from the FAFSA) to qualify for a subsidized loan. “Subsidized” means that the government will pay the interest on the loan while the student maintains an eligible enrollment in school. The student will be responsible for repaying the loan and interest after enrollment ends. The government does not pay the interest on an unsubsidized loan. The borrower is responsible for all interest that is charged on the loan even while in school.

The interest rate under the Federal Stafford Loan program is a variable rate that adjusts annually. A portion of the loan amount is kept by the lender to cover origination and loan insurance fees. See the Financial Aid Student Guide for more information, including repayment terms, deferment options, consolidation, origination and insurance fees, and other details.

Minnie Stevens Piper Foundation Student Loan Program. Educational loans are available to graduate/professional students who are residents of Texas and enrolled full time. Loans cannot exceed $4000 per year for graduate/professional students. This is a private loan with an interest rate of six percent and must be repaid within four years after repayment begins.

Alternative Educational Loans. Most student loan programs require a minimum half-time enrollment status (4.5 hours or more graduate level, 6 hours or more post-baccalaureate level) to be eligible to apply for assistance. Some private lenders offer alternative educational loans for less than half-time enrollment. For more information, contact the Office of Financial Aid.

Veterans Benefits
The Texas Workforce Commission (TWC) approves Dallas Baptist University for students who wish to receive educational benefits under various Veterans Administration programs. Eligible students should contact the VA Certifying Officer in the Registrar’s Office.

Procedures
Eligibility of new students will be determined after the VA representative has received the “Application for Education Benefits” or the “Request for Change of Program” (for transfer students) form available in the Registrar’s Office. New students should contact the VA Certifying Officer in the Registrar’s Office, one month prior to registration, to ensure completion of paperwork in a timely manner. Transcripts showing previous credit must be submitted prior to the completion of the second semester in residence. The Department of Veterans Affairs requires that each student receiving benefits must follow an approved degree plan.

Electronic Funds Transfer
DBU participates in Electronic Funds Transfer (EFT) with most lenders. This time-saving process is much more efficient because it eliminates paper checks. Loan funds are normally disbursed to students twice per loan period. If the student’s loan period consists of the fall and spring semesters, one disbursement will be made in the fall and one in the spring, each equal disbursement being applied to the student’s account approximately one week after the add/drop period ends for that semester. If the loan period is one semester only, the first disbursement will be made early in the semester (after the add/drop period ends), and the second disbursement after the midpoint in the semester.

CAUTION: Any change in your class schedule may affect your financial aid. If you are receiving any form of financial assistance, check with the Office of Financial Aid before changing your schedule.

Please contact the Minnie Stevens Piper Foundation for their loan application forms and more information. The foundation address is:

Minnie Stevens Piper Foundation
800 NW Loop 410, Ste 200
San Antonio, TX 78216-5699

Veterans Benefits
Homepage:
http://www.gibill.va.gov

CAUTION: Any change in your class schedule may affect your financial aid. If you are receiving any form of financial assistance, check with the Office of Financial Aid before changing your schedule.

Please contact the Minnie Stevens Piper Foundation for their loan application forms and more information. The foundation address is:

Minnie Stevens Piper Foundation
800 NW Loop 410, Ste 200
San Antonio, TX 78216-5699
Financial Information

Payment Policies
All charges for the semester or term are due and payable at registration. Cash, check, American Express, Discover, MasterCard, and VISA are accepted. A payment plan is also available for all courses except for Internet courses. All accounts must be paid in full before a student may graduate, receive grade reports or transcripts, be permitted to register for the next semester or term, participate in commencement exercises or receive a diploma. In the event a student’s account is not paid in full, and becomes delinquent, it may be turned over to a collection agency for collection.

If there are any questions regarding financial arrangements, please call the Cashier’s Office. Receipts will be required for resolution of account discrepancies.

Transcript Requests
Transcripts may be paid for with cash, check, money order, or credit card.

Payment Plan/Installment Agreement
An installment payment agreement may be arranged with the Cashier’s Office for all courses except for Internet courses. All charges for online courses are due at registration. If the student elects to enter into an installment agreement, a deferred tuition administration fee of $35 is assessed to the student’s account.

Refund Policy
A student may receive partial or full credit of the semester’s or term’s tuition charges if he/she completes the official add/drop or withdrawal process through the Registrar’s Office. 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.

Schedule Changes
Dropping and Adding a Course. When a student drops and adds an equal number of credit hours within the same semester or term, it is considered an even exchange and no pro-rated refund is calculated. If a student drops and adds courses within different semesters or terms, credit for courses dropped will be determined based on the percentage noted in the appropriate semester Schedule of Classes. Courses added will be charged at full tuition rates. In either case, the student will be subject to the drop fee and any other applicable fees.

Vance Memorial Library is located in the Collins Learning Center. It operates within a Christian environment and provides access to services and information resources to support the educational and research needs of the Dallas Baptist University community. Coordinated services provided by librarians and staff assist the library users in accessing and using both local and remote resources, including materials available through interlibrary loan, online services, and resource sharing agreements.

**University Library**

**Services**

Library faculty and staff provide research, reference assistance, and instruction in lifelong learning skills. Access to the library’s holdings is provided through the automated library system. Interlibrary loan services give access to materials in libraries outside Vance Memorial Library. Other services include study areas, photocopy machines, microform reader-printers, computer research stations, and a media area.

Through the TexShare program of the Texas State Library, students and faculty at Dallas Baptist University have borrowing privileges at most Texas academic libraries, subject to the rules set by those institutions.

Services provided to distance education students include access to information resources within the library’s own holdings—via mail, fax, or Internet—and to resources in other locations, through interlibrary loan, online services, and consortia agreements with the TexShare program and the Llano Estacado Information Access Network. The Off-Campus/Distance Education Library Services librarian provides personal assistance via the telephone, e-mail, fax, and visits to off-campus classes.

**Collection**

Vance Memorial Library houses a 224,150-volume collection of books, periodicals, government documents, CD-ROMs, maps, and media materials, as well as 494,000 microform volumes. A total of 1,120 titles make up the serials holdings in the library. Subscriptions are maintained for 630 periodicals, journals, and newspapers, plus online full-text periodical databases. The library is a U.S. selective government publications depository. The Andersen Reference Room contains 14,990 volumes. Electronic indexes and other databases are accessible through the campus network and several online services. Special collections include the Lewis E. and Barbara Harris Bain Memorial Library, University archives, the Mary C. Crowley collection of audiotapes, the Meadows Library, the Russell H. Perry Collection, the Audubon Collection, the Franklin Collection, the evangelical authors collection, the Norvell Slater recorded hymns collection, a collection of books authored by members of the Wycliffe Bible Translators, Inc., a complete set of ERIC microfiche, a collection of curriculum materials for grades K-12 for education majors, and the University Laboratory School library.
**Student Services**
The University offers a variety of services which provide for student needs.

**Career Services**
The primary responsibility of Career Services is to provide assistance to students, alumni, and student spouses in the development of their career. The office also provides assistance to students who are seeking part-time employment in the Dallas area in order to finance all or part of their college expenses.

Career Services provides career counseling, résumé writing, interviewing techniques, and various tips on how to conduct a successful job search. Information about job opportunities and upcoming job fairs is also available. Career Services actively encourages any company that has career opportunities for DBU students and/or alumni to advise this office about vacancies. Job opening information is solicited from employers through contacts by telephone, correspondence, and personal visits. Job fairs and company recruiters are available on campus periodically for direct student interaction. DBU is a member of the Metroplex Area Consortium, an association of forty-two institutions. It is designed for the sole purpose of enhancing career services and job opportunities for students around the metroplex. The Consortium interacts with over 250 area employers and government agencies in providing job opportunities.

**Dining Services**
The University offers several locations where students can purchase meals and other food items. The University Dining Hall, located in the Mary Crowley Complex, is operated by a professional dining service. The Dining Hall serves breakfast, lunch, and dinner. Also located in the Mary Crowley Complex is the Fill My Cup Coffee House. The Coffee House offers a variety of Starbucks® coffees and beverages, as well as sandwiches and other snack items.

The Patriot Café, located in the John G. Mahler Student Center, offers made-to-order grilled items, salads, sandwiches, and special lunch entrees, as well as fountain drinks, frozen novelties, and cappuccino.

The Daily Bread Bistro is located on the third floor of the Collins Learning Center. Sandwiches, coffee, fruit drinks, fountain drinks, and other items are available throughout the day and evening.

In addition, vending machines are located in the Collins Learning Center (lower level), the Roberts Building (north and south ends), the Strickland Building (north and south ends), the International Building, the Mahler Student Center (second floor), and in each residence hall on campus.

Catering services for the University are also available.

**Health Services**
Health Services is located in the Crowley Complex and is supervised by a licensed nurse. Students, whether full-time or part-time, may come to Health Services for medical care.

Parents and students are encouraged to arrange in advance for a local personal physician. The physician’s name should be on file with Health Services. The University is concerned about the health of its students and will provide first aid and emergency care as facilities permit. However, the University cannot assume responsibility for medical care, and parents and students should look to their personal physician in these matters.

**Health Insurance**
Health insurance is made available by the University for the financial protection of students. The cost is nominal. Students living in residence halls or apartments are required to carry this health insurance or present evidence at registration that verifies they have adequate coverage.

The University disclaims responsibility and reserves the right to use any available physician. The University may require the removal of a student to a hospital in the event of serious illness. Expense for such medical or hospital care is the responsibility of the student.

**Career Planning**
DBU offers career planning tests which are available to students enrolled at Dallas Baptist University through an endowment by Robert L. and Della Foree. The local Johnson O’Connor testing service administers these comprehensive tests free of charge to qualified DBU students.

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**Marion Hill, M.A.C.**
Director of Career Services

*We are here to help you bridge the gap from student to employee.*

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**Career Planning**
(214) 333-5363
For further information, contact the Office of Financial Aid.
Intercessory Prayer Ministry
Dallas Baptist University’s Intercessory Prayer Ministry seeks to provide students, faculty, and staff with spiritual support through prayer. Students are encouraged to share their concerns and needs with the prayer ministry staff and are invited to participate in the ministry by involving themselves as intercessors. For more information, or to share a concern, call the prayer line, (214) 333-5235.

Counseling Records
The confidentiality of counseling matters will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). FERPA permits disclosure of such records to third parties under circumstances described by law and in the University’s FERPA policy. A copy of the policy is available for inspection and review in the Office of Student Affairs, Registrar’s Office, and Schedule of Classes.

Notice
This is an official bulletin of Dallas Baptist University which contains a description of the academic programs and activities of DBU. The faculty and administration believe that the educational and other programs of DBU are effective and valuable. However, the ultimate results of the programs offered, in terms of achievement, employment, professional licensing, or other measure, are dependent on factors outside of the programs. These factors include the personality and energy of the individual student, governmental or institutional regulations, and various market conditions. Therefore, except as expressly stated in this bulletin, DBU makes no representation or contract that following a particular course or curriculum will result in specific achievement, employment or qualification for employment, admission to degree programs, or licensing for particular professions or occupations.

Change of Name or Address
A student who, after registration, changes a local or home address, or a student who marries (official documentation required) after enrollment at Dallas Baptist University, is expected to notify the Registrar of this change immediately. Any communication from the University which is mailed to the name and address on record in the Registrar’s Office is considered to have been properly delivered and the student is responsible for the information contained therein.
Access to Student Records

Each year the University gives notice of the various rights accorded to students pursuant to the Family Educational Rights and Privacy Act (FERPA). You are hereby notified of the following:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

   Students should submit written requests to the Registrar’s Office that specifically identify the record(s) they wish to inspect. The Registrar’s Office will make arrangements for access and notify the students of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

   Students may ask the University to amend a record that they believe is inaccurate or misleading. They should notify in writing the Registrar’s Office of this request, clearly identifying the part of the record which they are requesting to be changed and specifying why it is inaccurate or misleading. If the University determines that the record will not be amended as requested by the student, the University will notify the student of that decision in writing and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   One such exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the University also discloses education records without consent to school officials of another institution in which a student seeks or intends to enroll.

   Another exception which permits disclosure without consent is for the disclosure of a student’s directory information. “Directory information” is defined as a student’s:

   (a) name
   (b) address
   (c) telephone number
   (d) e-mail address
   (e) date and place of birth
   (f) major field of study
   (g) enrollment status (such as part-time or full-time)
   (h) participation in officially recognized activities and sports
   (i) weight and height (if an athletic team member)
   (j) dates of attendance
   (k) degrees and awards received
   (l) most recent previous education agency or institution attended
   (m) photographic, video or electronic images that are taken and/or maintained by the University
   (n) other similar information

   A student may request that directory information, in part or the whole, be withheld from disclosure by filling out the “Disclosure of Information” form available through the Registrar’s Office or before the last day of late registration each term. Such a request is valid until revoked in writing by the student. If no request is filed with the Registrar’s Office, the University may release directory information to the general public upon inquiry.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dallas Baptist University to comply with the requirements of FERPA.