



“Graduating” in a particular term means that you complete your degree requirements during that term and will be awarded your diploma a month or two after the end of that term once all your degree requirements are verified. You can graduate in either the Spring, Summer, May-Extended, or Fall terms. But Commencement is only held once a year immediately after the end of the Spring term.

**Note to Summer and May-Extended terms degree finishers:** If prior to Commencement, you have passed your Comprehensive Exam or other Capstone Project, or successfully defended your thesis or dissertation, then it may be possible for you to walk at Commencement before you finish any remaining degree requirements. This assumes you have paid your graduation fee and the finishing of course requirements in the Summer or May-Extended term is minor – to be determined by the DIU administration. Otherwise you may participate in Commencement the following year.

**Note to Fall degree finishers:** There is no Fall Commencement ceremony. You will be honored in a special chapel. Notify the Dean of Students if you want to participate in the Spring Commencement ceremony.

You will not receive your diploma during the Commencement ceremony. Your diploma will be mailed to you at the address in your DIU student record upon verification that you have completed all requirements.

**DEADLINE for this form:** No later than the end of the 4th week of the term in which you plan to finish your degree requirements – or the end of the 4<sup>th</sup> week of the Spring term if you plan to finish in the May-Extended or Summer terms but wish to participate in the Spring Commencement ceremony.

**Graduation Fee Payment:**            I have already paid the fee            I have not yet paid the fee (see instructions below)

You may pay the \$100 graduation fee at the DIU Finance Office, or you will be billed for that amount when this form is received.

\_\_\_\_\_  
*Type Student Name (counts as a signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*AFF signature to lock student info.*

Email this completed form to [academic\\_affairs@diu.edu](mailto:academic_affairs@diu.edu).

*Academic Affairs records this info in a Graduation Progress Spreadsheet, which is available to the Deans, Department Chairs, Library, and Registrar.*

### **METHODS OF PAYMENT**

Payable to Dallas Int'l. CHECK OR MONEY ORDER ONLY. NO CREDIT CARDS ACCEPTED.

**\* \* \* The Graduation Fee is valid for ONE CALENDAR YEAR ONLY and is non-refundable. \* \* \***

This means a fee paid any time in a term is good for graduating that term and the following two terms (Spring, Summer and Fall). Fees paid later than the deadline within a term are still only good for that term and the following two terms.

Amount Billed: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Registrar \_\_\_\_\_  
*The Registrar's signature locks the entire form.*