

**Please check-off the completed items and complete the remaining items prior to graduation.**

- Complete the sophomore CAAP exam and pass the writing section according to the required minimum.
- Be approved in each selected major. This includes maintaining the minimum Major Grade Point Average required in each selected major. Should you receive grades that drop the major gpa below the established minimum, this approval immediately becomes invalid. (Check with each department to make sure you know the minimum required, as it varies by each major.)
- The *Undergraduate Application for Degree* form has been completed and returned to the Registrar's Office according to the dates in the summary sections below or as posted in the University Catalog.
- All departmental requirements have been met. Some examples include, but are not limited to: Senior Exams, Recitals, Education Credentials, Application for External Licensure, National Testing, et cetera. (See your academic advisor to make sure your departmental requirements are in order.)
- All courses taken at another institution are completed prior to your scheduled graduation and a final transcript has been sent directly to the Malone University Registrar's Office. (This transcript can only be requested by the student and should be in the Registrar's Office one month prior to graduation.)
- No "I" or "L" grades remain uncompleted. All courses, including electives, must be complete and graded prior to the final day of the semester in which you graduate.
- A minimum of 124 semester hours have been completed. Every General Education requirement and Major requirement listed in the university catalog has been completed. A 2.0 Cumulative Grade Point Average or higher has been maintained on all Malone University courses. (If you are a transfer student, 30 graded hours must be completed at Malone University with a minimum of 12 of these hours at the 300/400 level in an approved Malone major.)
- A minimum of 39 hours at the 300/400 level have been completed as part of the 124 hours above.
- Check on eligibility for Graduation Honors. Graduation Honors are based on all postsecondary work attempted. For transfer/transient students, this means your honors calculation will include all collegiate courses taken, including your transfer work regardless of whether it was actually accepted at the university. Additionally, you must complete a minimum of 60 semester hours of graded work at Malone to be eligible for honors. Since honors for the Malone student represent 4 or more years of collegiate coursework, criteria is used in reaffirming this requirement for the transfer/transient student.
- All financial accounts have been cleared through the university Business Office. Additionally, all fines and/or fees have been cared for prior to graduation. (Examples: Graduation Fee, missing library books, parking fines, room keys, etc.)
- Information has been reviewed regarding participation in Senior Chapel, Baccalaureate, and the Commencement ceremony based on your anticipated graduation. August graduates must be able to submit their executable plans to the Office of the Registrar, outlining how all requirements can be met, through the summer school course offerings.

## Summary Information for Assistance in Graduation Planning

- You must file an **Application for Degree** with the Office of the Registrar. This application must be filed by November 1st for those students planning to complete degree requirements in the spring or summer semesters; May 1st for those planning to complete degree requirements by the end of the fall semester. This is a graduation requirement and failure to file this application will prevent graduation.
- Students are officially graduated three times each year: the end of spring semester; the end of summer semester; and the end of fall semester. All courses and other requirements must be completed by the end of the semester in order to graduate at that time. If a course(s) is graded, "I" (incomplete) or "L" (long-term incomplete), or an additional course(s) must be taken or completed after the close of the semester, then the student's graduation will change to the close of the semester in which all requirements are complete. For example: A student completes his last course on June 14th. This student would not be commenced until the close of the summer semester with a date posted as published in the university catalog.
- You should be aware of each graduation requirement as listed in the current university catalog. Each student must complete a **minimum of 124 semester hours**. This does not mean you will graduate when you reach 124 hours; you must also meet all requirements for your specific program.
- **Graduation Honors** are based on all postsecondary work attempted. You must complete a minimum of 60 semester hours of graded work at Malone University to be eligible for honors. Since honors for the Malone student represents 4 or more years of university coursework, this criteria is used in reaffirming this requirement for the transfer student.
- The **Malone University Catalog** is a valuable tool. You should be aware of the requirements and policies that it details for each program you are pursuing. Help in understanding policies/requirement(s) is available through the Office of the Registrar.
- **Degree Audits** are available to each student via MaloneXpress on the Malone University website ([www.malone.edu](http://www.malone.edu)). This electronic document is identical to the document used in the Office of the Registrar to track graduation requirements. Any notation on this document indicating an incomplete requirement ***should not be ignored***. Until marked as completed, the requirement is considered incomplete and would prevent graduation from the university. Each student should review this information with his/her academic advisor during the advising process. If there are questions about the information provided, they should be cleared-up by the student through an inquiry in the Office of the Registrar.
- All test-outs or testing requirements should be completed prior to the beginning of your final semester. Failure to adhere to these guidelines could delay or change your graduation.
- **DECEMBER GRADUATES:** If you complete your requirements at the close of the Fall Semester, your diploma will be mailed to you upon its availability in January. You will be given the opportunity to participate in the graduation ceremonies in May following the completion of your requirements.
- **MAY GRADUATES:** If you complete all of your requirements at the close of the Spring Semester, you will participate in the May ceremonies and your diploma will be mailed to you upon its availability.
- **AUGUST GRADUATES:** If you complete your requirements at any point during the summer, after the close of the Spring Semester, you will be considered an August graduate. You will be given the opportunity to participate in the preceding May graduation ceremonies, provided you meet all planning deadlines as published in the above information. Your diploma will be mailed to you at the end of August after the official date of summer graduation as published in the university catalog.