



**Required By All Students:**

- An Application for Degree including a copy of each student's Custom Advising Worksheet must be submitted to the Office of the Registrar.** The fall graduation form deadline is September 30th and the spring and summer graduation form deadline is January 30th. Failure to file this application will prevent graduation.
- All program requirements must be met.** All degree requirements and all prescribed credits that are in effect for each student's program of study must be successfully completed.
- A minimum 3.0 cumulative grade point average in all graduate coursework must be maintained.**

**Additional Information for Assistance in Graduation Planning:**

- **Review your Custom Advising Worksheet.** Each student's Custom Advising Worksheet is available in MaloneXpress. This electronic document is identical to the document used in the Office of the Registrar to track graduation requirements. To access your Custom Advising Worksheet, log in to MaloneXpress → Student tab → Academic Advising → Click here to view the course needs for 'name' → Recalculate Student Progress → Custom Advising Worksheet (PDF). **Any notation on this document indicating an incomplete requirement should not be ignored.** Until marked as completed, each requirement is considered incomplete and would prevent graduation from the University. Each student should review this information with his or her Program Director. If there are questions regarding the information provided, they should be resolved by the student through an inquiry to the Program Director.
- **All graduate courses taken at another institution must be completed prior to each student's scheduled graduation date.** A final official transcript must be sent directly to the Office of the Registrar at Malone University. This transcript can only be requested by the student and should arrive one month prior to graduation.
- **All "I" (incomplete) or "L" (long-term incomplete) grades must be completed.** All courses, including electives, must be completed and graded prior to the final day of the semester in which the student plans to graduate.
- **Financial obligations that are owed will not affect a student's graduation date, but will prevent him/her from receiving their diploma and any transcripts requested.** When the student's balance is paid in full to the University, the diploma will be mailed to the address listed on the Application for Degree.
- **The Malone University Catalog is a valuable tool.** Each student should be aware of the requirements and policies that the catalog details for each program he or she is pursuing. Help in understanding policies/requirements is available through the Office of the Registrar.
- **Graduation honors apply only to those students in the undergraduate programs. Graduate level programs are not reviewed for academic honors.**

- **Students are officially graduated three times each year:** the end of fall semester, the end of spring semester, and the end of summer semester.

**Fall Graduates:** If students complete their requirements at the close of the fall semester, their diploma will be mailed upon its availability in January. Receipt of the diploma is contingent upon the full completion of all the Graduation Requirements by the published dates in order to facilitate the ordering of a diploma and academic attire and the clearing of all financial obligations. Students will be given the opportunity to participate in the graduation ceremonies in the spring following the completion of their requirements.

**Spring Graduates:** If students complete all of their requirements at the close of the spring semester, they will participate in the spring ceremonies and their diploma will be mailed upon its availability in May. Receipt of the diploma is contingent upon the full completion of all the Graduation Requirements by the published dates in order to facilitate the ordering of a diploma and academic attire and the clearing of all financial obligations.

**Summer Graduates:** If students complete their requirements at any point during the summer semester (after the close of the spring semester), they will be considered a summer graduate. Diplomas will be mailed to students at the end of August or early September after the official date of summer graduation as published in the University catalog. Receipt of the diploma is contingent upon the full completion of all the Graduation Requirements by the published dates in order to facilitate the ordering of a diploma and academic attire and the clearing of all financial obligations. Students will be given the opportunity to participate in the preceding spring graduation ceremonies, provided they meet all planning deadlines.