

The completion of this form is required. The fall graduation form deadline is September 30th and the spring and summer graduation form deadline is January 30th. Failure to return this form by the deadline to the Office of the Registrar could delay your graduation. Incomplete or unreadable information on this form may delay processing and/or result in errors in your name on your diploma or in the commencement program.

<b>Personal Info</b>	<b>Name:</b> Type or print your name as you want it to appear on your diploma.	<b>Hometown:</b> Where you are from.
	<b>Mail Diploma to:</b> Include your street address, city, state, and zip code.	
	<b>Cell Phone:</b>	<b>Email Address:</b>
<b>Degree Information</b>	<b>Degree Expected:</b> <input type="checkbox"/> Master of Arts in Education <input type="checkbox"/> Master of Arts in Organizational Leadership <input type="checkbox"/> Master of Science in Nursing <input type="checkbox"/> Master of Business Administration	
	<b>Program:</b> (if applicable) <input type="checkbox"/> Clinical Mental Health Counseling <input type="checkbox"/> Adult-Gerontology Acute Care Nurse Practitioner <input type="checkbox"/> School Counseling <input type="checkbox"/> Other: _____ <input type="checkbox"/> Family Nurse Practitioner	
<b>Participation Information</b>	<b>Choose the semester you plan to complete your requirements for your degree:</b>  _____ Fall Semester      _____ Spring Semester      _____ Summer Semester (year)                                      (year)                                      (year)	
	Malone’s Commencement Ceremony takes place after each spring semester. Therefore, the ceremony date which you are invited to participate will be determined by your completion date. Please refer to the list below to determine which ceremony you are invited to attend:	
	<ul style="list-style-type: none"> <li>▶ If all requirements are completed by the <b>fall 2021, spring 2022, or summer 2022 semesters</b>, you will participate in the <b>spring 2022 Commencement Ceremony</b>.</li> <li>▶ If all requirements are completed <u>after</u> the summer 2022 semester, you will participate in the spring 2023 Commencement Ceremony or later.</li> </ul>	
	<b>Do you wish to participate in the Spring 2022 graduation ceremony?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, your cap and gown order information is needed. Please provide your height and weight.</b> The company uses a height to weight ratio to size your gown. Note: If you are not participating, a cap and gown will <u>NOT</u> be ordered for you.		
_____ <b>Height</b> (in feet and inches, i.e. 5’ 7)      _____ <b>Weight</b>		

**Type or print your name phonetically as you wish it to be pronounced.** For example: For the last name of Simons, write "Simons sounds like Sigh-mons."

**Fee**

**Graduation fee: \$135.00** The graduation fee is required regardless of whether you choose to participate in the graduation ceremony.

**Payment options:**

- ▶ Check made payable to Malone University (please indicate graduation fee on memo line).
- ▶ Log in to MaloneXpress, select the Student tab or "\$" icon -> Go to ePioneer -> Graduate Program Graduation Fee.

**Courses Left to Complete**

**A copy of your Custom Advising Worksheet must be submitted with this form.** Indicate ALL remaining requirements left to complete your degree at the time of applying including any in progress courses below. Please note that your application will not be processed unless this section is completed.

Course #	Course Title	Hours	Term

**Please review and sign below:**

I have reviewed my Custom Advising Worksheet and understand the graduation requirements listed in the University Catalog. I have discussed any advising questions with my advisor. Failure to fulfill any unmet requirement within the deadlines established may result in changes to my anticipated graduation date and could change the ceremony in which I may participate.

\_\_\_\_\_

**Student Signature** *(Electronic signatures will not be accepted)* **Date**

**Program Director Approval for Graduation**

\_\_\_\_\_

**Program Director Signature** **Date**

Note to Program Director: If approved, please send a copy to the Office of the Registrar.

Return your Application for Degree and a copy of your Custom Advising Worksheet to the Office of the Registrar via one of the following options:

- ✓ Drop your completed form off at the Office of the Registrar located in Founders Hall.
- ✓ Fax your completed form to (330) 471-8661.
- ✓ Email your completed form to registrar@malone.edu.

Feel free to call our office at (330) 471-8128 to confirm that we have received your form.