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|--|--|-------------------------------------|--------------------|-------------------------|
| Courses Left to Complete   | <p>If you plan to earn credit through the College-Level Examination Program (CLEP) or Prior Learning Assessment (PLA), all exams and essays must be completed and/or submitted at least one month prior to the conferral date. Failure to meet this deadline could result in your graduation being delayed.</p>  |                                     |                    |                         |
|  | <p><b><u>A copy of your Custom Advising Worksheet must be submitted with this form. Review your Custom Advising Worksheet with your academic advisor and indicate ALL remaining requirements left to complete your degree including any in progress courses below. Please note that your application will not be processed unless this section is completed.</u></b></p> |                                     |                    |                         |
|  | <b>Course #</b>  | <b>Course Title</b>                 | <b>Hours</b>       | <b>Term</b>             |
|  | Example:<br>MGMT 311   | Example:<br>Principles of Marketing | Example:<br>3      | Example:<br>Spring 2021 |
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| <p><b>Please review and sign below:</b></p> <p>I have met with my academic advisor, reviewed my Custom Advising Worksheet, and understand the graduation requirements listed in the University catalog. Failure to fulfill any unmet requirement within the deadlines established may result in changes to my anticipated graduation dates and could change the ceremony in which I may participate.</p> |  |                                     |                    |                         |
| <p><b>Student Signature</b> (Electronic signatures will <u>not</u> be accepted.)</p>   |  |                                     | <p><b>Date</b></p> |                         |

**IMPORTANT:**

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 application off at the Registrar’s Office located in Founders Hall between 9am- 4:30pm.
- ✓ Fax your completed form to (330) 471-8661.
- ✓ Email your completed form to registrar@malone.edu.

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