

The completion of this form is required. The fall graduation form is due **October 15th** and the spring and summer graduation form is due **January 15th**. Failure to return this form by the deadline to the Office of the Registrar may delay your graduation. Incomplete or illegible information on this form may delay processing and/or result in errors in your name on your diploma or in the commencement program.

Personal Info.	Name: Type or print your name as you want it to appear on your diploma.		Hometown: Where you are from.	
	Mail Diploma to: Include your street address, city, state, and zip code.			
	Cell Phone:		Email Address:	
Degree	Degree Expected: Bachelor of Arts in Organizational Management			
	Secondary Major: (If applicable) ☐ Environmental Management ☐ Marketing Management ☐ Project Management			
Participation Information	Indicate the year and semester you will complete all requirements for graduation. _____ Fall Semester (year) _____ Spring Semester (year) _____ Summer Semester (year) Malone's Commencement Ceremony takes place once a year after spring semester. As a result, the ceremony date will be determined by your completion date. Please refer to the list below to determine which ceremony you are invited to attend. ▶ If all requirements are complete by the fall 2022, spring 2023, or summer 2023 semester, you will participate in the spring 2023 Commencement Ceremony. ▶ If all requirements are complete <u>after</u> the summer 2023 semester, you will participate in the 2024 Commencement Ceremony or later.			
	Graduation Fee: A fee of \$100 will be added to your student account.			
	Do you wish to participate in the graduation ceremony? ☐ Yes ☐ No			
	If yes, your cap and gown order information is needed. Please provide your height and weight. 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.			
	_____ Height (in feet and inches, i.e. 5' 7") _____ Weight			
Honors	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."			
	To qualify for graduation honors, transfer students must have completed sixty or more semester hours of graded work in residence with a minimum cgpa of 3.5 at Malone University. These honors are based upon the cumulative grade point average of all work attempted at all post-secondary institutions attended prior to graduation.			

Courses Left to Complete	If you plan to earn credit through the College-Level Examination Program (CLEP) or Prior Learning Assessment (PLA), all exams and essays must be submitted at least one month prior to the conferral date. Failure to meet this deadline could result in your graduation being delayed.			
	A copy of your Custom Advising Worksheet must be submitted with this form. Review your Custom Advising Worksheet with your academic advisor and indicate <u>ALL</u> 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.			
	Course #	Course Title	Hours	Term
	Example: MGMT 311	Example: Principles of Marketing	Example: 3	Example: Fall 2022
Please review and sign below: 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.				
Student Signature (Electronic signatures will <u>not</u> be accepted.)		Date		

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.