

Required By All Students:

- 1. Application for Degree submitted to Office of the Registrar.** Return the application by **November 1st** for students planning to complete degree requirements by the end of spring or summer semesters; **May 1st** for those planning to complete requirements by the end of the fall semester. Failure to file this application will prevent graduation.
- 2. A minimum of 124 semester hours must be completed.** Every General Education requirement and Major requirement listed in the university catalog must be completed. A minimum 2.0 Cumulative Grade Point Average (some departments higher) must be 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.)
- 3. A minimum of 39 hours at the 300/400 level must be completed as part of the 124 hours above.**
- 4. All departmental requirements must be met.** 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, approval for graduation becomes invalid. (Check with each department to make sure you know the minimum required, as it varies by each major.) Examples of other departmental requirements 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.

Additional Information for Assistance in Graduation Planning:

- All courses taken, including electives, must be complete and graded prior to the final day of the semester in which you graduate. **If a course is graded, “I” (incomplete) or “L” (long-term incomplete),** or an additional course 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 graduated until the close of the summer semester with a date posted as published in the university catalog.
- **All courses taken at another institution must be completed prior to your scheduled graduation** and a final transcript sent directly to the Malone University Office of the Registrar. (This transcript can only be requested by the student and should be in the Office of the Registrar one month prior to graduation.)
- **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.
- **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 or not 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 must be cleared through the university Business Office. Additionally, all fines and/or fees need cared for prior to graduation. (Examples: Graduation Fee, missing Library books, parking fines, room keys, etc.)
- **Review your Degree Audit and/or Advising Worksheet.** It is available to each student via MaloneXpress on the Malone University website (www.malone.edu).
 - Log in to MaloneXpress. On **Student** tab, select the link entitled **Academic Advising**.
 - To view the **Degree Audit** choose **Degree Audit Portlet, View All Details** and choose **Degree Audit Custom Report**.
 - To view the **Advising Worksheet** choose **Course Needs**, select the link titled ‘**Click here** to view the course needs’ then select **Custom Advising Worksheet**.
 - Any **notations 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.**
- Use the **Malone University Catalog**. It 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.
- 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 you complete your requirements at the close of the Fall Semester, your diploma will be mailed to you 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. You will be given the opportunity to participate in the graduation ceremonies in the Spring following the completion of your requirements.

SPRING GRADUATES: If you complete your requirements at the close of the Spring Semester, you will participate in the Spring ceremonies and your 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 you complete your requirements at any point during the summer, after the close of the Spring Semester, you will be considered a Summer Graduate. Your diploma will be mailed to you 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. You will be given the opportunity to participate in the preceding Spring graduation ceremonies, provided you meet all planning deadlines.