MALONE UNIVERSITY
CHRIST'S KINGDOM FIRST
1892

The completion of this form is required. The fall graduation form deadline is **May 1st**. The spring and summer graduation form deadline is **November 1st**. Failure to return this form by the deadline to the Registrar's Office could 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 Information

Name: *(Please print exactly as you wish it to appear on your diploma.)*

Mail Diploma to: Street Address, City, State and Zip

Hometown: City and State
(for commencement program)

Cell Phone:

Email Address:

Degree Information

Degree Expected:

☐ Bachelor of Arts　　☐ Bachelor of Science in Education　　☐ Bachelor of Science in Nursing

Major #1:

Major #2: *(if applicable)*

Major #3: *(if applicable)*

Minor(s): *(if applicable)*

Indicate semester you will complete all requirements for graduation below: *(Semester and Year)*

_____ Fall Semester　　_____ Spring Semester　　_____ Summer Semester
(year)　　　　　　　　　　*(year)*　　　　　　　　　*(year)*

Malone's Commencement Ceremony takes place after each spring semester. Therefore, the ceremony date in which you are invited to participate will be determined by your completion date. Please refer to the details below to determine which ceremony you are invited to attend.

- If all requirements are completed by **fall 2023**, **spring 2024, or summer 2024 semester,** students will participate in the **spring 2024 ceremony**.
- If all requirements are completed after the **summer 2024 semester**, students will participate in the **spring 2025 ceremony or later.**

Participation Information

Do you wish to participate in the graduation ceremony?　　☐ *Yes*　　☐ *No*

If yes, 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**

Type your name phonetically as you wish it to be pronounced:

_____

(For example, last name of Simons, write "Simons sounds like Sigh-mons")

Fee

Traditional undergraduate graduation fee is added to your student account: The fee is required regardless of whether you choose to participate in the graduation ceremonies or not.

Please note below any remaining requirements left to complete your program. Review your degree audit with your academic advisor to use as a guide.

	Course #	Course Title	Hours	Term
Courses Left to Complete	**Example:** GEN 460	**Example:** Faith in the World Seminar	**Example:** 3	**Example:** Fall 2022

Please review and sign below:

I have met with my academic advisor, reviewed my degree audit, and understand the graduation requirements listed in the Malone University catalog. 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. If I have any questions, I will request a meeting with the Registrar's Office in a timely manner in order to address any outstanding requirements prior to the graduation deadlines.

Student Signature:	Date:

Important:

Return your Application for Degree 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 9:00am –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 for Degree.