

Required By All Students:

- ☐ **A Management Application for Degree including a copy of each student's Custom Advising Worksheet must be submitted to the Office of the Registrar.** The fall graduation form deadline is October 15th and the spring and summer graduation form deadline is January 15th. Failure to file this application will prevent graduation.
- ☐ **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 must be maintained on all Malone University courses.
- ☐ **All departmental requirements must be met.** A minimum 2.25 Major Grade Point Average must be maintained. Should you receive grades that drop the Major GPA below the established minimum, approval for graduation becomes invalid.

Additional Information for Assistance in Graduation Planning:

- **Review your Custom Advising Worksheet.** Each student's Custom Advising Worksheet is available in MaloneXpress. This electronic document is identical to the document used in the Office of the Registrar to track graduation requirements. To access, log in to MaloneXpress → Student tab → Academic Advising → Click here to view the course needs for 'name' → Recalculate Student Progress → Custom Advising Worksheet (PDF). **Any notation on this document indicating an incomplete requirement should not be ignored.** Until marked as completed, each requirement is considered incomplete and will prevent graduation from the University. Each student should review this information with his or her advisor. If there are questions regarding the information provided, they should be addressed by the student through an inquiry to the student's advisor.
- **If a student plans to earn credit through the College-Level Examination Program (CLEP) and/or Prior Learning Assessment (PLA), all exams, professional training, and essays (including re-writes) must be submitted four weeks prior to the conferral date.**
- **All courses taken at another institution must be completed prior to each student's scheduled graduation date.** A final official transcript must be sent directly to the Office of the Registrar at Malone University. This transcript can only be requested by the student. If the course is finished and the other institution cannot send the transcript to Malone by the graduation date, we will finalize the student's graduation when the transcript is received.
- **If a student's Management major courses are finished by the next graduation date, but there are still additional credits needed toward his or her total requirements, the student will not be a graduate until the next available graduation date following completion of all his or her credits.**
- **"I" (incomplete) or "L" (long-term incomplete) grades must be completed.** All courses, including electives, must be completed and graded prior to each student's graduation date.
- **Financial obligations that are owed will in no way affect a student's graduation date; however, it will prevent him or her from receiving their diploma and any transcripts requested.** When the

student's balance is paid in full to the University, his or her diploma will be mailed to the address listed on the Application for Degree.

- **The Malone University Catalog is a valuable tool.** Each student should be aware of the requirements and policies that the catalog details for each program he or she is pursuing. Help in understanding policies/requirements is available through the Office of the Registrar.
- Eligibility for graduation honors are based upon the cumulative grade point average of all work attempted at all post-secondary institutions attended prior to graduation. **To qualify for honors, a transfer student must have completed sixty or more semester hours of graded work in residence with a minimum cgpa of 3.5 at Malone University.** Since most degree completion students have not completed sixty or more semester hours of graded work in residence, they normally do not qualify for graduation honors.
Graded hours are all hours graded at Malone with the letter grades A-F. Courses issued CR/NC, CLEP, Credit for Prior Learning, Credit by Examination, and Experiential Learning are not considered graded hours. Honor calculation for transfer students will include all courses taken including the student's transfer work whether or not it was applied to his or her program at Malone University.
- **Students officially graduate three times each year: at the end of the fall, spring, or summer semester.**
Fall Graduates: If a student completes all of their requirements at the close of the fall semester, his or her diploma will be mailed 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. Each student will be given the opportunity to participate in the graduation ceremonies in the spring following the completion of their requirements.
Spring Graduates: If a student completes all of their requirements at the close of the spring semester, he or she will participate in the spring ceremonies and his or her diploma will be mailed 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 a student completes all of their requirements at any point during the summer semester (after the close of the spring semester), he or she will be considered a summer graduate. Diplomas will be mailed 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. Each student will be given the opportunity to participate in the preceding spring graduation ceremonies, provided they meet all planning deadlines.