

## Required By All Students:

- An Application for Certificate including a copy of each student's Custom Advising Worksheet must be submitted to the Office of the Registrar.** The fall application form deadline is September 30th and the spring or summer application form deadline is January 30th. Failure to file this application will prevent certificate completion.
- All program requirements must be met.** All program requirements and all prescribed credits that are in effect for each student's program of study must be successfully completed.
- The minimum cumulative grade point average in all coursework must be maintained.**

## Additional Information for Certificate Completion:

- **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 program requirements. To access your Custom Advising Worksheet, 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 would prevent completion of the certificate. Each student should review this information with his or her Program Director. If there are questions regarding the information provided, they should be resolved by the student through an inquiry to the Program Director.
- **All "I" (incomplete) or "L" (long-term incomplete) grades must be completed.** All courses, including electives, must be completed and graded prior to the final day of the semester in which the student plans to complete the certificate.
- **Financial obligations that are owed will not affect a student's completion date, but will prevent him/her from receiving any transcripts requested.**
- **The Malone University Catalog is a valuable tool.** Each student should be aware of the requirements and policies that the catalog details for the program he or she is pursuing. Help in understanding policies/requirements is available through the Office of the Registrar.
- **Certificates are dated as completed three times each year:** the end of fall semester, the end of spring semester, and the end of summer semester.