



The completion of this form is required. The fall graduation form deadline is **October 15<sup>th</sup>** and the spring and summer graduation form deadline is **January 15<sup>th</sup>**. Failure to return this form and a copy of your custom Advising Worksheet 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.

<b>Personal Info.</b>	<b>Name:</b> Type or print your name as you want it to appear on your diploma.	<b>Hometown:</b> Where you are from.
	<b>Mail Diploma to:</b> Include your street address, city, state, and zip code.	
	<b>Cell Phone:</b>	<b>Email Address:</b>
<b>Degree Information</b>	<b>Degree Expected:</b> Associate of Arts <b>Major:</b> General Studies	
	<b>Indicate the year and semester you will complete all requirements for graduation.</b>	
	<p>_____ Fall Semester                      _____ Spring Semester                      _____ Summer Semester (year)    (year)    (year)</p> <p>Malone's Commencement Ceremony takes place once a year after each spring semester. Therefore, the ceremony date which you are invited to participate will be determined by your completion date. Please refer to the list below to determine which ceremony you are invited to attend:</p> <ul style="list-style-type: none"> <li>▶ If all requirements are completed by the <b>Fall 2024, Spring 2025, or Summer 2025 semester</b>, students will participate in the <b>Spring 2025 Commencement Ceremony</b>.</li> <li>▶ If all requirements are completed after the Summer 2025 semester, students will participate in the 2026 Commencement Ceremony or later.</li> </ul>	
<b>Graduation Fee:</b> A required fee of \$100 will be added to your student account.		
<b>Participation Information</b>	<b>Do you wish to participate in the graduation ceremony?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>If yes, your cap and gown order information is needed. Please provide your height and weight.</b> 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.	
	_____ <b>Height</b> (in feet and inches, i.e. 5' 7)                      _____ <b>Weight</b>	
<b>Type or print your name phonetically as you wish it to be pronounced.</b> For example: For the last name of Simons, write "Simons sounds like Sigh-mons."		

<b>Courses to Complete</b>	<b>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.</b>			
	<b>Course #</b>	<b>Course Title</b>	<b>Hours</b>	<b>Term</b>
	Example: BUS 311	Example: Principles of Marketing	Example: 3	Example: Spring 2022
	<b>Please review and sign below:</b>			
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.				
_____			_____	
<b>Student Signature</b> (Electronic signatures will <u>not</u> be accepted.)			<b>Date</b>	

**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.