

College of Arts and Sciences
Application for Graduation

1. APPLICATION FOR GRADUATION: Complete the Application for Graduation. Please allow sufficient time for the accurate completion of the application to avoid possible delays or questions regarding your graduation.
2. SUBMISSION OF GRADUATION APPLICATION: The Application for Graduation must be filed in the Graduate Affairs Office of the College of Arts and Sciences by the published deadline. If you are forwarding your application by mail, please address it to Office of Graduate Affairs, College of Arts and Sciences, Kent State University, P.O. Box 5190, Kent, OH 44242. Please allow sufficient time for the application to arrive by the published deadline. **A LATE FEE OF \$200.00 WILL BE ASSESSED FOR APPROVED APPLICATIONS SUBMITTED AFTER THE DEADLINE.**
3. CAP AND GOWN: For those candidates attending the commencement ceremony, a cap and gown may be obtained at the University Bookstore two weeks prior to commencement.
4. DIPLOMA: Diplomas will be presented to *doctoral* candidates at the commencement ceremony. For Masters candidates and those not in attendance, diplomas are forwarded by the Office of the Registrar four to six weeks following the commencement date to the permanent address indicated on the Application for Graduation. If there is a change in your permanent address prior to the scheduled mailing of the diplomas, please be sure to complete the Change of Address in your Flashline account.
5. The Graduate Affairs Office will try to notify all candidates of any problems regarding their Application for Graduation. **However, it is the responsibility of all candidates to be aware of all degree requirements and deadline dates.** Please consult with your advisor and the Graduate Schools Catalog. Careful attention to such matters will avoid delays in the application process of having to delay graduation to a subsequent term.

The College of Arts and Sciences encourage candidates to contact the Graduate Affairs Office (330)672-2681 with questions regarding graduation. Please keep these instructions for future reference.

GUIDELINES FOR THE PREPARATION OF ELECTRONIC THESES AND DISSERTATIONS

These are the steps to take for submitting an electronic dissertation. Check with your advisor and departmental staff for details of their specific requirements. Some requirements for printed dissertations do not apply to electronic dissertations and are highlighted here.

1. If you wish, sign up for a seminar on preparing and submitting ETDs (see the [Calendar](#)). The best time is the semester before you plan to graduate.
2. Fee exemptions: the usual \$65 binding and publication fee for dissertations and the \$10 binding fee for Masters theses **do not apply** for electronic submission.
3. File an application for graduation with your college office by the end of the first week of classes of the semester you expect to graduate (see the [Calendar](#)).
4. If you wish to request a delay in publication of your dissertation or thesis because of a publisher agreement or patent application, download the [form](#) IMAGE: This is a link to a Portable Document Format (PDF) file and take it to your advisor.
5. After successfully defending your dissertation or thesis, make any required final corrections. The format of the **approval signature page** is a little different than for paper dissertations: **type the names as well as the titles** of the people who will be signing the page. Place each name just below the line where that individual will sign.
6. Convert the final corrected copy to PDF format (see the [PDF How-To](#)). Avoid free software or web services that may insert advertisements into your document.
7. Print two copies of the approval signature page mentioned in step 5, take them to your director with the final copy of the document, and obtain all needed signatures. **Do not** print copies of the abstract (since you will be submitting it online).
8. Go to the OhioLINK ETD Center (<http://www.ohiolink.edu/etd> IMAGE: This is a link to another web site) to submit your ETD. The online forms contain full instructions and, if necessary, you may save a partially completed submission and return to finish it later the same day. Here are some key points to watch:
 1. Read the **Before You Begin...** page carefully and at the bottom leave the default selection "My paper's bibliographic information, abstract, and full text in PDF format." Mark the check box to enable the "Continue" button.
 2. On the **School Selection** page, select Kent State University.
 3. On the **Main Menu** page there is a URL that looks like this:
<http://www.ohiolink.edu/etd/submit2/main.cgi?kent1170188209>
Make a note of it in case you can't finish your submission immediately or you lose your web browser session. For a limited time (until 4:00 a.m.) it will get you back to your submission and allow you to complete it.
 4. On the **Information About You** page, provide as much contact information as you can. Please enter your name as it appears in your thesis or dissertation, but avoid using all caps or all lower case letters. The format you use here determines how your name will appear in the OhioLINK ETD Center. If you have any questions about formatting or special characters on this page or the next, [contact us](#) before (or immediately after) making your submission.
 5. Likewise, avoid all caps or all lower case letters on the **Information About Your Degree and Paper** page. At the bottom of this page, do not request a publication delay unless you have filled out the [Request for Delay of Posting form](#) IMAGE: This is a link to a Portable Document Format (PDF) file and gotten it approved.
 6. At the bottom of the **UMI Release** page:
 - for Doctoral dissertations, **select one of the YES options**, either without copyright registration (the default) or with it (for an extra \$65 charge)
 - for Masters theses, **select NO** (OhioLINK should not submit paper to UMI)
 7. After the first three sections listed on the **Main Menu** page are complete, upload your thesis or dissertation file. When the upload is finished, click on the link to make certain you can read the document. If not, you can proceed to the next step and someone will contact you about getting a good copy of your file.
 8. Be sure to click the **SUBMIT MY PAPER NOW** button on the **Main Menu** page. If cannot complete your submission the same day you started it, it will be automatically purged overnight (at 4:00 a.m.) and you'll have to make a new submission.
 9. Soon after making your submission you should receive an email confirming it. If you do not receive it within 24 hours, please [contact us](#). Submit the signed signature pages to your college or school and complete any additional paperwork required. Ordinarily it is **not** necessary to fill out the forms in UMI's *Publishing Your Dissertation* booklet; the exceptions are doctoral candidates for whom one or more of the following apply:
 - you are requesting copyright registration (extra \$65 charge mentioned above)
 - you are ordering copies from UMI at the author discount rate
 - you included previously published material in your dissertation or thesis**In the first two cases** you will need to provide a money order made out to UMI to cover the charges.
In the third case you will need to include a copy of the reprint permission letters.
If none of these three conditions apply, the online submission form you filled out at the OhioLINK ETD site is sufficient for UMI.
10. Be prepared to resolve any outstanding issues with the format of your electronic dissertation after your College or School reviews the online submission.