

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.
6. 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.