



## Application for Graduation Late Application or Reapplication after the deadline

**Instructions:** Students should complete parts A: Personal Information, B: Personal Statement, Part C: Late/Reapplication Conditions and D: Signature.

**Note:** If you plan to graduate from more than one program, and from more than one college/campus, you must submit an application to each college or regional campus office. To find your college/campus, visit <https://www.kent.edu/university-advising>.

### Part A: Personal Information

Full Name			
Your name will appear on your diploma as it appears on University student record documents. To change your name as it appears on University records, contact the Financial, Billing and Enrollment Center 330-672-6000, or visit <a href="https://www.kent.edu/fbe-center/student-request-information">https://www.kent.edu/fbe-center/student-request-information</a> .			
Kent State ID number		Daytime Telephone Number	
Email		FlashLine user name	
<b>Campus:</b> <input type="checkbox"/> Kent <input type="checkbox"/> Ashtabula <input type="checkbox"/> East Liverpool <input type="checkbox"/> Geauga <input type="checkbox"/> Salem <input type="checkbox"/> Stark <input type="checkbox"/> Trumbull <input type="checkbox"/> Tuscarawas	<b>College:</b> <i>(students receiving an associate degree or certificate should leave this area blank.)</i> <input type="checkbox"/> Aeronautics and Engineering <input type="checkbox"/> Applied and Technical Studies <input type="checkbox"/> Architecture and Environmental Design <input type="checkbox"/> Arts and Sciences <input type="checkbox"/> Business Administration <input type="checkbox"/> Communication and Information <input type="checkbox"/> Education, Health and Human Services <input type="checkbox"/> Nursing <input type="checkbox"/> Podiatric Medicine <input type="checkbox"/> Public Health <input type="checkbox"/> The Arts	<b>Graduation Year</b> _____  <b>Semester:</b> <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall  <b>Catalog Year</b> _____  <b>Level:</b> <input type="checkbox"/> Certificate <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	<b>Major(s):</b> _____  <b>Minor(s):</b> _____  <b>Concentration(s):</b> _____  <b>Certificates(s):</b> _____  <b>Degree(s):</b> <i>(AA, AS, BA, BS, BBA, BFA, BSPH, MA, etc.)</i> _____
Have you previously applied for graduation in this program? <input type="checkbox"/> Yes <input type="checkbox"/> No    Term _____    Year _____			
<b>Part B: Personal Statement</b> Please state the reason(s) for your late application/reapplication: _____ _____ _____			

**Part C: Late/Reapplication Conditions (please initial each line)**

I understand that:

\_\_\_\_\_ It is my responsibility to schedule an advising appointment to discuss remaining graduation requirements with my advisor(s).

\_\_\_\_\_ I may not receive a graduation audit, and it is my responsibility to contact my advising office to request one.

\_\_\_\_\_ My name may not appear in the commencement program.

\_\_\_\_\_ Communication regarding graduation will be sent to my kent.edu email account.

\_\_\_\_\_ If I am submitting this application in the term of my anticipated graduation, I need to contact University Ceremonies ([graduate@kent.edu](mailto:graduate@kent.edu) or 330-672-2235) or the Regional Campus Office regarding ceremony specific details (tickets, attendance, etc.). **SPECIAL NOTE:** Kent Campus graduates who apply and are approved for graduation after the ceremony RSVP registration period will be able to participate in the ceremony, however their guests may be directed to the one of the live viewing locations, and tickets for guests are not guaranteed.

\_\_\_\_\_ If I am graduating from more than one program (degrees, majors, certificates) that is in more than one college or campus, must submit an application to each college or regional campus office.

**Part D: Signature****Student Signature****Date**

**Once completed, please print this application, sign, and deliver to your college advising office or your campus student services office.**

**NOTES:**

- *Your diploma will be mailed to your diploma/permanent address as it appears on University documents approximately eight to ten weeks after the commencement ceremony.*
- *If you want your diploma mailed to an address other than your permanent address, updates may be made on the Update Address and Phone page in FlashFAST to create a diploma mailing address. It is critical that you have a permanent diploma address on file.*
- *Please be sure that you have either a cell phone contact number, or a primary phone number listed which may be used to contact you if there are any questions concerning your application.*

**Part E: Administrative Use Only**

Check e-mail notification      Date Sent: \_\_\_\_\_ or None Sent

 Late/Reapplication APPROVED NO - Late Fee Late/Reapplication DENIED YES – Late FeeBursar Notified:     Yes     No    By Whom: \_\_\_\_\_Communication sent to Student:     Yes     No    By Whom: \_\_\_\_\_KSU Advising notation:     Yes     No    By Whom: \_\_\_\_\_

Approver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_