

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.

Part A: Personal Information

First Name	Middle Name	Last Name	Kent State ID #
<p>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 Office of the University Registrar, 330-672-3131, or visit the Registrar's Office website: http://www.kent.edu/registrar/student/update_info.cfm</p>			
			@kent.edu
Cell Phone (or Primary Phone)		KSU Email	

Campus: <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	College: <i>(Students receiving an associate degree or certificate should leave this area blank.)</i> <input type="checkbox"/> Applied Engineering, Sustainability & Technology <input type="checkbox"/> Architecture & Environmental Design <input type="checkbox"/> Arts & Sciences <input type="checkbox"/> The Arts <input type="checkbox"/> Business Administration <input type="checkbox"/> Communication & Information <input type="checkbox"/> Digital Sciences <input type="checkbox"/> Education, Health & Human Services <input type="checkbox"/> Nursing <input type="checkbox"/> Podiatric Medicine <input type="checkbox"/> Public Health	Graduation Year _____ Semester: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Catalog Year _____ Level: <input type="checkbox"/> Certificate <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	Major(s): _____ Minor(s): _____ Concentration(s): _____ Certificate(s): _____ Degree(s): (AA, AS, BA, BS, BBA, BFA, BSPH, MA, etc.) _____
---	--	--	---

Have you previously applied for graduation in this program? Yes No Term _____ Year _____

Part B: Personal Statement
 Please state the reason(s) for your late application/reapplication:

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

I understand that:

- _____ I may be charged a \$200.00 fee for any application received after the official posted deadlines.
- _____ 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 I anticipate graduation, I need to contact University Ceremonies (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, I 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: College/Campus Office Use Only

If YES, for any statement, return file and application to graduation advisors (Arts and Sciences only).		YES	NO
File has grad tag			
Prior application pending in file			
Previous (rejected) application in file			
If, NO for all statements fill out section below			
Check e-mail notification Date Sent: _____ or None Sent			
<input type="checkbox"/> Late/Reapplication APPROVED	<input type="checkbox"/> NO - Late Fee	Bursar Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No By Whom: _____	
<input type="checkbox"/> Late/Reapplication DENIED	<input type="checkbox"/> YES – Late Fee		
Communication sent to Student: <input type="checkbox"/> Yes <input type="checkbox"/> No By Whom: _____		Web Scheduler notation: <input type="checkbox"/> Yes <input type="checkbox"/> No By Whom: _____	
Approver's Signature: _____		Date: _____	