



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

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 One Stop for Student Services, 330-672-6000, or visit https://www.kent.edu/registrar/update-personal-information			
Kent State ID number		Daytime Telephone Number	
Email		FlashLine user name	
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"/> Aeronautics and Engineering <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	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): _____ Certificates(s): _____ Degree(s): <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 _____			
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 of my anticipated 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, 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 Fee

Bursar Notified: Yes No By Whom: _____Communication sent to Student: Yes No By Whom: _____KSU Advising notation: Yes No By Whom: _____

Approver's Signature: _____ Date: _____