

Masters and Doctoral Students

REAPPLICATION FOR GRADUATION KENT STATE UNIVERSITY

Today's Date: _____

Commencement Date: December 200____ May 200____ August 200____

Student Number: _____

Name: _____

Address: _____
(PERMANENT)

CITY	STATE	ZIP	TELEPHONE NUMBER
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Current: _____
(FOR MAIL PRIOR TO COMMENCEMENT)

CITY	STATE	ZIP	TELEPHONE NUMBER
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Graduate Major: _____ Degree (circle one) MA MS MPA LSM PHD

Exact Thesis or Dissertation Title: _____

Thesis or Dissertation Advisor: _____

COURSES NOT YET COMPLETED

Department	Course Number	Semester/Year Taken	Hours

College of Arts and Sciences
Office of Graduate Affairs
Reapplication for Graduation

Instructions

1. **REAPPLICATION FOR GRADUATION:** Complete the Reapplication for Graduation form. Current term coursework and any required coursework from previous terms that is "IN" or "IP" should be listed under "Courses Not Yet Completed." Please allow sufficient time for the accurate completion of the application to avoid possible delays or questions regarding your graduation.
2. **FEES:** Kent State University does not charge a reapplication fee. Unless paid previously, however, all doctoral students must pay a \$65.00 microfilming/binding fee, and master's students in a thesis program must pay a \$10.00 binding fee for the two copies of the dissertation/thesis submitted to the College of Arts and Sciences. The binding fees, if applicable, are paid in person at the Bursar's office located in the Michael Schwartz Center or by forwarding your check payable to Kent State University to the Office of the Bursar, Kent State University, P.O. Box 5190, Kent, OH 44242. You should indicate that the fee is for dissertation or thesis binding and ask that the receipt be forwarded to the College of Arts and Sciences. Do not forward your Reapplication for Graduation to the Bursar.
3. **SUBMISSION OF REAPPLICATION FOR GRADUATION:** The Reapplication for Graduation must be filed with the office of the College of Arts and Sciences by the published deadline. If you are forwarding your reapplication by mail, please address it to College of Arts and Sciences, Graduate Affairs Office, Rm. 108, Kent State University, P.O. Box 5190, Kent, OH 44242. Please allow sufficient time for the reapplication to arrive by the published deadline. If you do not complete all degree requirements in time to graduate you must reapply for graduation.
4. **SUBMISSION OF DISSERTATION OR THESIS:** For all doctoral candidates and those master's candidates completing a thesis program, two copies of the signed dissertation/thesis prepared according to the instructions in the Style Guide and Instructions for Typing Theses and Dissertations must be submitted to the College of Arts and Sciences by the published deadline. The two copies of the thesis must be submitted with the signed Thesis Preparation Form. **DISSERTATIONS MUST BE SUBMITTED** with the signed Dissertation Approval Form, the **MICROFILM AGREEMENT FORM** and the Survey of Earned Doctorates. If you do not have the required forms and/or the Style Guide and Instructions for Typing Theses and Dissertations, you may obtain them from the Graduate Affairs office.
5. **CAP AND GOWN:** For doctoral candidates attending the commencement ceremony, arrangements for rental of cap and gown must be made at the University Bookstore at least two weeks prior to commencement. Master's candidates attending the commencement ceremony may obtain cap and gown at the University Book Store two weeks prior to commencement.
6. **DIPLOMA:** Doctorial diplomas will be presented to candidates at the commencement ceremony. For those doctoral candidates not in attendance and all masters' candidates, diplomas are forwarded by the Office of the Registrar four to six weeks following the commencement date to the permanent address indicated on the Reapplication for Graduation. If there is a change in your permanent address prior to the scheduled mailing of diplomas, please advise the College of Arts and Sciences.
7. The Graduate Affairs Office will try to notify all candidates of any problems regarding their Reapplication 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 School Catalog. Careful attention to such matters will avoid delays in the application process or having to delay graduation to subsequent term.
8. The Graduate Affairs Office encourages candidates to contact the Department at (330) 672-2681 with questions regarding graduation. Please keep these instructions for future reference.