

KENT STATE UNIVERSITY

Application for Graduation

DOCTOR OF PHILOSOPHY

DOCTOR OF PHILOSOPHY

TO BE COMPLETED BY THE GRADUATING STUDENT

Date: \_\_\_\_\_ Student Number \_\_\_\_\_

Commencement Date: December 20 \_\_\_\_\_ May 20 \_\_\_\_\_ August 20 \_\_\_\_\_

Name: \_\_\_\_\_  
(If you want your name to read differently on your diploma from how it reads on your grade sheets you should go to the Registrar's Office to process the necessary name change forms.)

Permanent Address \_\_\_\_\_

\_\_\_\_\_  
(CITY) (STATE) (ZIP) (PHONE NUMBER)

Current Address \_\_\_\_\_  
(For mail Prior to Commencement)

\_\_\_\_\_  
(CITY) (STATE) (ZIP) (PHONE NUMBER)

Department \_\_\_\_\_

Major \_\_\_\_\_

Exact Dissertation Title \_\_\_\_\_

Dissertation Director(s) \_\_\_\_\_

(Student SHOULD NOT complete the following section)

Number of Hours \_\_\_\_\_ Plus \_\_\_\_\_ G.P.A \_\_\_\_\_  
(Coursework) (Dissertation Hours)

Time Limit \_\_\_\_\_ Binding Fee \_\_\_\_\_

Candidacy Examination Date \_\_\_\_\_ UMI Microfilm Agreement \_\_\_\_\_

Dissertation Topic Approval \_\_\_\_\_ Survey of Earned Doctorates: \_\_\_\_\_

Date of Final Oral Exam ( Passed) \_\_\_\_\_ Dissertation Filing Date \_\_\_\_\_

# College of Arts and Sciences

## Application for Graduation

### Instructions to the Doctoral Candidate

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. **FEE:** Kent State University does not charge a graduation fee. Doctoral candidates, however must pay a \$65.00 fee for the microfilming and binding of the two copies of the dissertation submitted to the Office of Graduate Affairs, College of Arts and Sciences. The \$65.00 microfilm/binding fee is 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 Office of the Bursar, Kent State University, P.O. Box 5190, Kent, OH 44242. You should indicate that the fee is for dissertation microfilm/binding and ask that the receipt be forwarded to the Office of Graduate Affairs, College of Arts and Sciences. *Do not forward your Application for Graduation to the Bursar.*
3. **SUBMISSION OF GRADUATION APPLICATION:** The Application for Graduation and a copy of the receipt of payment of the \$65.00 microfilm/binding fee must be filed in the Office of Graduate Affairs, 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. If you do not complete all degree requirements in time to graduate you must reapply for graduation.
4. **SUBMISSION OF DISSERTATION:** Two copies of the signed dissertation prepared according to the instructions in the *Style Guide and Instructions for Typing Theses and Dissertations* must be submitted to the Office of Graduate Affairs, College of Arts and Sciences by the published deadline. The two copies of the dissertation must be submitted with the signed Dissertation Preparation Form, the Doctoral Dissertation Agreement Form, and the Survey of Earned Doctorates Form. If you do not have these forms or the *Style Guide and Instructions for Typing Theses and Dissertations*, you may obtain them from the College of Arts and Sciences office. **Please put in a box!**
5. **CAP AND GOWN:** For those 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.
6. **DIPLOMA:** Diplomas will be presented to candidates as the commencement ceremony. For those candidates 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 advise the Graduate Affairs Office, College of Arts and Sciences.
7. 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 or having to delay graduation to a subsequent term.
8. The College of Arts and Science encourages candidates to contact the Graduate Affairs Office (330) 672-2681 with questions regarding graduation. Please keep these instructions for future reference.