

UNDERGRADUATE APPLICATION FOR GRADUATION

SEMESTER IN WHICH YOU EXPECT TO GRADUATE (CHECK ONE):

MAY 20 _____

AUGUST 20 _____

DECEMBER 20 _____

Is this a first application? YES No

Is this a reapplication for graduation? YES No

PLEASE NOTIFY YOUR COLLEGE OFFICE, IF YOU DECIDE TO DELAY YOUR GRADUATION OR IF YOU NEED TO REMOVE YOUR NAME FROM THE GRADUATION LIST FOR ANY OTHER REASON.

*(Note: All of the following information must be kept **CURRENT** on Registrar records while you are on a graduation list.)*

PLEASE PRINT OR TYPE

◆ **STUDENT ID NUMBER:** _____

◆ **NAME:** (*Note: Your name will appear on your diploma as it appears on University documents. To change your name, contact the Office of the University Registrar, 330-672-3131.*)

FIRST	MIDDLE	LAST
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◆ **PRESENT ADDRESS:** _____

STREET/APARTMENT	CITY	STATE/ZIP
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◆ **DIPLOMA/PERMANENT ADDRESS:** (*Note: Your diploma will be mailed to your diploma/permanent address approximately six weeks after commencement.*)

STREET/APARTMENT (P.O. BOX NOT ACCEPTABLE)	CITY	STATE/ZIP
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◆ **CURRENT PHONE NUMBER:** _____ **CELL PHONE NUMBER:** _____

◆ **PERMANENT PHONE NUMBER:** _____

◆ **E-MAIL:** _____ **ALTERNATE EMAIL:** _____

PLEASE CHECK APPROPRIATE BOX:

CATALOG YEAR: _____

◆ **COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES:**
 B.S. IN ED (TEACHER LICENSURE PROGRAMS) **B.S.**

MAJOR (S)	MINOR (S)

I understand that all work counting toward graduation, whether completed here or at another college or university, must meet the scholastic requirements of my declared major as described in the Undergraduate Catalog.

STUDENT'S SIGNATURE

DATE

KENT STATE UNIVERSITY

All the following items concern your graduation and require your attention!

UNDERGRADUATE APPLICATION FOR GRADUATION:

- ◆ Complete an “Application for Graduation” form.
 - December**.....Application for graduation must be submitted by the fifteenth day of the preceding March.
 - May**Application for graduation must be submitted by the fifteenth day of the preceding September.
 - August**.....Application for graduation must be submitted by the fifteenth day of the preceding December.
- ◆ File your “Application for Graduation” form in the office of your collegial dean.

CAPS AND GOWNS:

- ◆ You are required to purchase your cap and gown from the University Bookstore. You should plan to pick up your cap and gown at the Bookstore one week before your graduation.
It is your responsibility to contact the University Bookstore for your cap and gown even though you are not on campus during the term preceding your graduation.
- ◆ Caps and gowns may be kept.

COMMENCEMENT ANNOUNCEMENTS:

- ◆ Your announcements are purchased from the University Bookstore in the Kent Student Center. No advance orders are necessary.
- ◆ If you are not in school the term before your graduation, you may order announcements from the University Bookstore by mail. Contact the University Bookstore for detailed information.

DIPLOMAS:

- ◆ Diplomas are mailed to your permanent address approximately four to six weeks after the commencement ceremony. Make sure your address is up-to-date.
- ◆ The name that will appear on your diploma is the name on your student academic record. (This is the name that prints on your transcript, schedule/bill).

Please Note:

- ◆ The integrity of academic transcripts is fundamental to the validity of coursework and degrees certified by the University. Therefore, all student transcript entries (grades or other notations) are finalized when the pertinent degree is officially posted to the permanent academic record. Subsequent revision and alteration of any transcript entry, after the relevant degree is awarded, is permitted only for the correction of a proven error as certified by the appropriate academic dean and the registrar.