

GRADUATION

ASK A QUESTION OR SUBMIT FEEDBACK ON THIS POLICY

Effective Date: Fall 2025

Last Reviewed: Spring 2025

Last Revised: Fall 2009

Next Review: Spring 2029

Policy Statement

Kent State University awards undergraduate and graduate degrees and certificates each December, May and August. The graduation requirements for these programs are outlined in the various sections of the University Catalog.

Reason For Policy

In order to be awarded their declared degree/credential, all students must formally apply for graduation. This policy outlines the general procedure the university community must follow regarding the graduation application process and posting of degrees.

Procedures

Application for Graduation

Graduation is not automatic. Undergraduate and graduate students applying for graduation must complete the online graduation application in **FlashLine** (Student / Resources / Graduation) by the published deadlines listed below. The online graduate application is used for all degrees, minors and certificate programs on all Kent State campuses and locations. More information on application deadlines may be found on the Financial, Billing and Enrollment Center website.

- **December Graduation:**
 - Application for a bachelor's degree or undergraduate certificate must be submitted by the 15th day of the preceding March.
 - Application for an associate degree, graduate degree (master's, post-master's or doctoral) or graduate certificate must be submitted by the Friday of the first week of the fall term in which graduation will occur.
- **May Graduation:**
 - Application for a bachelor's degree or undergraduate certificate must be submitted by the 15th day of the preceding September.
 - Application for an associate degree, graduate degree (master's, post-master's or doctoral) or graduate certificate must be submitted by the Friday of the first week of the spring term in which graduation will occur.¹
- **August Graduation:**
 - Application for a bachelor's degree or undergraduate certificate must be submitted by the 15th day of the preceding December.
 - Application for an associate degree, graduate degree (master's, post-master's or doctoral) or graduate certificate must be submitted by the Friday of the first week of the summer term in which graduation will occur.

¹ Candidates for the Doctor of Podiatric Medicine degree must meet all graduation requirements before June 30 immediately following the May graduation. Completion of program requirements after June 30 but before the conclusion of the calendar year will result in a December graduation. After December, candidates will not be eligible

for graduation until the following May. Attendance at the graduation ceremony is required.

Students who missed their application deadline but still wish to apply for graduation may complete a Late Graduation Application and submit the application to their college advising office or campus student services office for approval.

Degrees are posted to students' permanent academic record, including the student transcript, following their effective date of graduation.

Forms/Instructions

- Graduation application in **FlashLine** (Student / Resources / Graduation)
- Late Graduation Application

Additional Resources

- Commencement
- Financial Aid, Billing and Enrollment Center
- Forms and Requests
- Graduation Application Dates and Procedures
- Graduation, Honors and Recognition
- Transcript Orders

Frequently Asked Questions

1. Why do I have to apply for graduation?

Since students progress through their program at their own pace, applying for graduation is the only way to let the university know when you intend to graduate. It then affords the university time to review your progress, submit any necessary adjustments, prepare your diploma and forward your information to the Commencement Office for inclusion in the ceremonies.

2. How do I know when I'm ready to graduate?

One of the best tools to track your progress in your program is the GPS degree audit, which combines your declared program's requirements with your course registration and final grades. You can find your audit by logging into FlashLine and clicking on the "Student" tab; the GPS Audit and Plan is on the dashboard.

3. How soon can I apply before the deadline?

The online application for graduation typically is available anywhere from six to nine months PRIOR to the deadline. For specific dates, you can consult the Financial Aid, Billing and Enrollment Center website.

Additional FAQ: Graduation

Definitions

Commencement: Commencement is the formal ceremony that commemorates degree/certificate candidates.

Flashline: FlashLine is the web-based portal (entryway) for Kent State students, faculty, staff and alumni. For help with FlashLine, call 330-672-HELP (4357) or visit Tech Help.

GPS Degree Audit: The GPS (Graduation Planning System) degree audit is the official list of degree requirements merged with students' individual academic records to provide a real-time assessment of their progress toward graduation.

Graduation: The status of completion of a degree program.

Related Information

- Candidacy for Doctoral Degree
- Credit-Hour Requirement for Graduation
- Dissertation for the Doctoral Degree
- Eligibility for a Doctoral Degree
- Graduation Planning System (GPS)
- Honors at Graduation
- Qualifying Examination for Master's Degree
- Thesis for a Master's Degree
- Time Limits for Graduate Degree
- Transcripts

Revision History

Amended August 2025: Revised policy to more accurately follow current practice and specify the distinction between graduation and commencement. Specific changes include removal of late application fee and change in language of awarding of certificates at commencement.

Amended 2009: Revised policy adds a fee for students submitting a late application for graduation.

Amended 1993: Revised policy changes application deadlines for undergraduate programs: from 10th week of the spring semester to March 15 for December graduation; from second week of the fall semester to September 15 for May graduation; and from last week of the fall semester to December 15 for August graduation.