Graduation Deadlines

For graduation in May, 2017. Post this to your refrigerator door or someplace else where you will see it regularly. You don’t want to miss graduation because you missed one of these dates, which are not flexible.

1. You will need to file an Application for Graduation. To do so, click on "Apply for Graduation" at the top of the middle box on this flashline page: https://flashline.kent.edu/search/site/Apply%20for%20Graduation If that link doesn’t take you anywhere, search for Apply for Graduation in the search box at the top of a flashline page.
   a. Without a late fee, it needs to be filed by 20 January, 2017.
   b. It can be filed after that if you are willing to pay a $200 late fee. There is a “Late and Reapplication Form” link in that same Graduation box.

2. The Program Director will need to file your Departmental Clearance form and you will need to have your Essay uploaded on the OhioLINK site in a definitive version that incorporates any last changes recommended at the Essay Defense and that has been approved by the Program Director no later than 24 April, 2017. To upload your Essay, read the Guidelines provided by the KSU Libraries and follow the instructions found here:

   http://www.library.kent.edu/about/departments/technical-services/etd/liberal-studies-essays

Since this is a long and sometimes complicated process, I have created an instructional video that you might want to watch as you do it, stopping the video as you complete each step:

http://ksutube.kent.edu/playback.php?playthis=c1ld0mjc7

Don’t let the music scare you. It’s the theme from the old radio mystery program The Shadow. “Who knows what evil lurks in the heart of man? The Shadow knows!”

In order for you to make this deadline, the following things must happen by the following deadlines:

3. You will need to have gotten to the Director 1) the paper copy of your Essay on which he wrote his comments before your Defense, 2) a paper copy of your Essay that incorporates all final comments from your Adviser, your Reader, and the Director, and 3) a pdf of that revision no later than 14 days prior to the date in Step 2 above, so by 10 April, 2017.

4. The College rules say that you need to do the oral Defense of your Essay no later than 7 April, 2017. If you wait until this deadline, you will have very little time to make all the changes specified at your Oral Defense in time for the deadline in Step 3 above. (Remember, though, that we’re on Spring Break 25 March-2 April, so the Oral Defense cannot take place then.)

5. The Program Director will need to receive your Essay, on paper, in a form approved by your Adviser and your Reader, no later than 14 days prior to the day tentatively scheduled for your
Oral Defense. He will start by checking to see if your Essay conforms to the formatting specified in the *Style Guide*, the link to which you can find on the Useful Forms for Current Students page of the Program website. (It’s also on the College of Arts and Sciences site at: http://www.kent.edu/cas/style-guide-dissertations-theses) If your Essay conforms to the required formatting, he will then read it and schedule your Defense with your Adviser, your Reader, and you. If it does not, he will have to return it to you unread for formatting and you will probably not be able to meet the subsequent deadlines to graduate this semester. Since you don't want to delay your graduation, you want to make sure that you follow the specified formatting very carefully in all its details before you submit your Essay to the Director. It will be easiest for you if you follow those formatting specifications from the beginning of your work on your Essay. Start by reading the *Style Guide* carefully before you begin work on your Essay, and keep it with you as you develop it. If you have any questions about the formatting, you would want to contact the Director well before this deadline.

6. You will need to have completed all your IPs by 5 May, 2017.

Remember: You do not have to complete your Essay the same semester you enroll in AS 61098 and begin work on it. Most students don’t. You can simply be given an IP (In Progress) and finish it during the course of the next semester. If you take no courses the next semester, you will not be charged any tuition.