How To Apply for Graduation

You must apply for graduation using PAWS. There are four graduation terms each school year: May, August, December, and January. May applications are due in January, August applications are due in February, December applications are due in September, and January Applications are due in December. The graduation application fee is $100.00. Students who apply after the application deadline will be charged a $35.00 late fee.

1. Sign in to PAWS and select the Student Center link.

2. On the resulting page, select Advising Tools.

3. On the Advising Tools page, select Apply for Graduation.
4. On the Apply for Graduation page, select the Academic Program for which you wish to apply for graduation by clicking on the link.

5. On the resulting page, select the Expected Graduation Term from the drop-down. Then click Continue. This will bring you to the Application for Conferment of Degree.
How to Apply for Graduation

6. Complete the form. Then click Continue.

7. On the next page, you will be able to verify that all of the information you have entered is correct. When everything is correct, select the Submit Application button to complete the process.

8. If the application is successfully submitted, you will receive a confirmation message on the next page.