How To Apply for Graduation

You must apply for graduation using PAWS. There are four graduation times each school year: May, August, December, and January. These coincide with the end of the spring, summer, fall, and winter terms. May, August, and December applications are due in February 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.
How To 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.
6. Complete the form. Then click Continue.

APPLICATION FOR CONFERMENT OF DEGREE

THIS APPLICATION IS FOR STUDENTS WHO WILL HAVE ALL DEGREE REQUIREMENTS COMPLETED BY THE END OF THE SEMESTER IN WHICH THEY ARE APPLYING. A NON-REFUNDABLE GRADUATION FEE OF $100.00 WILL BE APPLIED TO YOUR STUDENT ACCOUNT. STUDENTS WHO APPLY AFTER THE APPLICATION DEADLINE WILL BE CHARGED AN ADDITIONAL $25.00 LATE APPLICATION FEE AND THEIR NAMES MAY NOT APPEAR IN THE COMMENCEMENT BULLETIN.

If you do not complete all requirements and do not graduate in the semester you applied, you must re-apply for conferment of degree (The $100.00 fee will not be re-assessed).

Diploma First Name
Diploma Middle Name
*Diploma Last Name
Suffix
Country
Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
State
Postal Code

Will you attend the main commencement in May?
2016 May Commencement

Will you attend your departmental ceremony in May?
Yes

Please specify the size of your graduation gown
7. Medium (5'7" - 5'8"

(A graduation cap of a standard size will be provided)

In your final term will you take all your courses at TCNJ?
Yes

Please specify where you will complete your requirements:

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.

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