Application for Completion of a TCNJ Graduate Certificate Program

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. Students in a stand-alone Graduate College Certificate program are not charged the graduation fee or late fee, however you are still required to apply. Students who do not apply will not be processed for completion of a Graduate Certificate program.

1. Sign into 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 in this case it will be Graduate Certificate Program.
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.

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.