

For Office Use Only

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PMT TYPE

# Application for January 2025 Degree Conferral

Deadline for Application: September 16, 2024



The degree application fee is **\$196.00** and is due at the time of application.

**PLEASE COMPLETE BOTH SIDES OF THIS FORM**

**ANY INFORMATION LEFT BLANK MAY DELAY PROCESSING OF THIS APPLICATION.**

Student ID#: \_\_\_\_\_

Name: \_\_\_\_\_

Please print your name as it you would like it to appear on your diploma. This form **does not** act as a name or address change form.

**Post Graduation Address and Contact Info:** Please supply the address to which your diploma should be mailed. This address should be valid for at least two months after graduation.

Home Address \_\_\_\_\_

Cell# \_\_\_\_\_ Home# \_\_\_\_\_ Centenary E-mail ONLY: \_\_\_\_\_

All Commencement information will be sent to this e-mail address only.

I plan to participate in the May 10, 2025 commencement ceremony. Fill out the information in this shaded box. We will order your cap and gown package for pickup in early May, ONLY if this information is provided.

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Please note: Any student intending to participate in the **Masters/Doctoral Hooding & Commencement Ceremony** **MUST** include height and weight in order to purchase caps and gowns.

I wish to participate in the **Masters/Doctoral Hooding & Commencement Ceremony** on Wednesday, May 7, 2025. Please note, if you are participating in the hooding ceremony you need to fill out height/weight above to order your cap/gown. FOR GRADUATE STUDENTS ONLY

I **do not** wish to participate in the commencement Ceremony.

Please verify all majors, minors and concentrations before filling out this form. This information can be found on your unofficial transcript. We cannot process this application until it matches the records of the Office of the University Registrar.

**Degree (check one)** AA  AS  BA  BFA  BS  BSW  MA  MBA  M.Ed  EdD

<b>Major</b>	<b>Concentration</b>
<b>Minor</b>	<b>Certification</b>

Minors and Certifications will show on the Centenary University transcript, but will NOT show on the diploma.

**Single degree with double major receives one diploma. Dual degree receives two diplomas with \$50 surcharge**

Advisor Signature (required): \_\_\_\_\_

Your Signature (required) \_\_\_\_\_

**To pay by check:** Make check payable to: Centenary University

**\*\*To pay by credit card:** Provide the following information:

Name on the card: \_\_\_\_\_

I authorize the charging of my credit card in the amount of: \$ \_\_\_\_\_, plus, effective 5/1/2023 a 2.95% credit and debit card service fee.

Cardholder's Signature: \_\_\_\_\_

Credit card number: \_\_\_\_\_  Visa  MC  DISC CV code: \_\_\_\_\_ (3 digit)

Expiration date: \_\_\_\_\_ Billing zip code for above card: \_\_\_\_\_

Mail this **completed** application with payment to:

Centenary University, Registrar's Office, 400 Jefferson Street, Hackettstown, NJ 07840

**Please note: Commencement is typically held outdoors, however, inclement weather may necessitate the ceremony being moved indoors. In case of an indoor ceremony, tickets may be issued, limiting the number of guests.**

## Commencement Participation Policy

Centenary University has *one official commencement ceremony* per year, every month of May in accordance with the University's academic calendar. Centenary's "commencement participation policy," is as follows:

- Students who complete their degree requirements by the end of the Fall Term must apply to have their degrees conferred in January in accordance with the deadlines noted in the University's academic calendar. Students who complete their degree requirements and have their degrees conferred in January are eligible and encouraged to participate in the University's May commencement ceremony.
- Students who complete their degree requirements by the end of Spring Term must apply to have their degrees conferred in May in accordance with the deadlines noted in the University's academic calendar. Students who complete their degree requirements in May are eligible and encouraged to participate in the University's May commencement ceremony.
- Students who complete their degree requirements by taking courses over the summer sessions must apply to have their degrees conferred in July or September in accordance with the deadlines noted in the University's academic calendar. To be eligible to participate in the May Commencement ceremony students must comply with the following:
  - Traditional undergraduate students must be within two courses (maximum of 8 credits) and graduate students must be within two classes (maximum of 6 credits) of completion and all courses will be completed over the summer terms.
  - Accelerated students must be registered for their last class in their respective course sequence with a completion date of no later than the end of September.
  - All applications for graduation must be approved and signed by a student's academic advisor, program director, or program advisor, whichever one is relevant.
- Students must be in good academic standing and have a GPA of 2.0 or above overall and in their major. Graduate degrees must have a GPA of 3.0 or above.
- Students must be in good financial standing with the University and not have a remaining balance.
- Officially, degrees are conferred by the University four times during the year – i.e., May, July, September, and January.
- **Double Major/Dual Degree:** With a Double Major, the student is earning just **one bachelor's degree** with specializations in two fields (i.e., Bachelor of Arts in English and History = one diploma) . However, with a Dual Degree, the student is earning two separate degrees/diplomas (i.e., Bachelor of Arts and Bachelor of Science) in two distinct fields. A Dual Degree (two diplomas) will incur an additional \$50 charge for the second diploma.

**One's participation in a commencement ceremony does not relieve them of their responsibility to successfully complete their program-of-study.**

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I understand my responsibilities and accept the commencement participation policy as written above.

Your Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_