

## Applying for Graduation

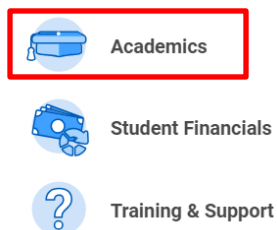
This job aid demonstrates how students may apply for graduation, also known as **Program Completion**.

### Apply for Program Completion

Complete the following steps.

1. Log in to Workday.
2. In **Your Top Apps**, click **Academics** to open the Academics dashboard.

#### Your Top Apps



3. In the **My Academics** block, click **Apply for Program Completion**.

#### My Academics

##### Actions

- View My Academic Plan
- View My Registration Appointments
- Apply for Program Completion**
- Generate Unofficial Transcript
- View My Support Network
- + More (2)

##### View

- View My Academic Progress

4. Check the box in the **Apply** field, next to your **Program of Study**.
5. Next, check to ensure that your **Expected Completion Date** is correct. **If the date is incorrect, you must use the Create Request task to change your expected Program Completion date.** (See next section on Page 2 for **Create Request** task process to change program completion date.) Once the date has been corrected, you may proceed with completing this application.
6. Check the box next to **Confirm**.

| Apply                               | Program of Study  | Educational Credential  | *Expected Completion Date | Student Program of Study Record Status |
|-------------------------------------|-------------------|-------------------------|---------------------------|--|
| <input checked="" type="checkbox"/> | Art History Major | B.A. - Bachelor of Arts | 05/18/2026                | In Progress                            |

Confirm ☒

Submit Cancel

7. Click **Submit**.
8. Upon successful submission of the Program Completion application, you will receive a task in **My Tasks** requiring that you update your diploma mailing address.

9. Click to open the task. Note the instructions *“Please update your address to include a diploma mailing address...”* To do this, click your **Profile** icon in the top right corner.
10. Click the **View Profile** button, then click the **Contact** tab.
11. Click **Edit**. If your diploma should be sent to the same address on file, click the pencil icon, then click the **Usage** field.
12. Locate and select **Diploma Mailing (Student)**.
13. Click the check mark to save your changes.
14. If you need to add a new address, click **Add**. Complete all parts of the address, then locate and select **Diploma Mailing (Students)** in the **Usage** field. Save your changes.

15. Click **Submit**.

16. Return to **My Tasks** and click **Submit** on the **Update Diploma Mailing Address To Do** task.


17. Return to **My Tasks** to check for any additional tasks that your particular program may require, such as completion of a graduation checklist and RSVP for Hooding and Commencement Ceremony.

18. Upon successful completion of each task, click **Submit**.

### Create Request to Change Program Completion Date

If you need to change your Program Completion Date, please complete the following steps.

1. Log in to Workday.
2. Using the Workday search bar, search for and select the **Create Request** task.

 Create Request  
Task

3. From the Request Type field menu, select **All**, then select **Student Program of Study Record Change**.

4. Click **OK**.
5. On the **Student Program of Study Record Change** form, click **Submit**. No comments or attachments are required.

6. Next, you will be required to complete a brief questionnaire. Click the **Complete Questionnaire** button.
7. On the questionnaire select **Change my expected completion date**.
8. In the text field below, enter the academic period you plan to complete your program(s) of study. (Note: no specific date is needed; just the academic period and the year.)

**Complete Questionnaire** 'Student Program of Study Record Change' for Request Process : Student Program of Study Record Change

9. Click **Submit**.
10. Once your request has been approved by the Registrar, you

will receive a notification indicating that the request has been approved and completed.

- 11.** You may now return to the first section of this job aid to complete the application for program completion.