Apply for Program Completion

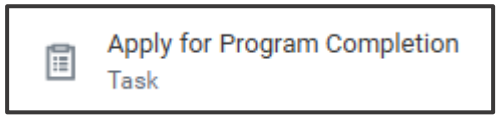
This quick reference guide (QRG) provides instructions on how to apply for program completion and how to check the status of your application in Workday. This process is sometimes referred to as applying for graduation.

To apply for program completion, complete the following steps.

APPLY FOR PROGRAM COMPLETION

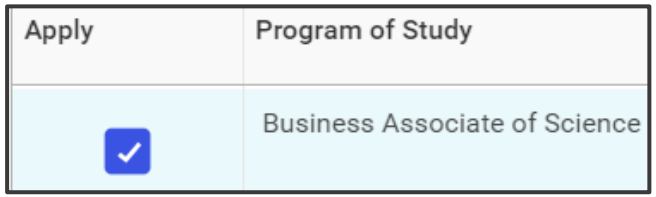
From the Workday Home page:

1. Type and select 'Apply for Program Completion' in the search bar.



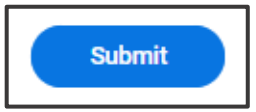
2. Optional – If you plan to attend commencement, also known as the graduation ceremony, check the **RSVP for Commencement**.

3. Check **Apply** beside your Program of Study.

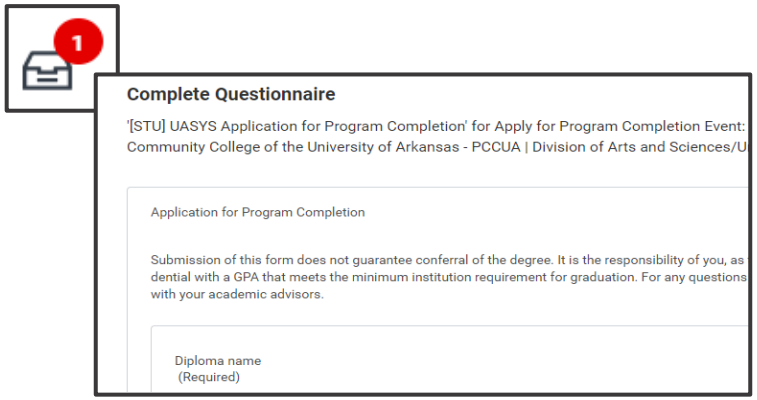


4. Check **Confirm**.

5. Click **Submit**.



6. Click **Done**. <u>You are not done yet!</u> You must complete the generated questionnaire; proceed to the next step.
7. Your institution requires you to complete a questionnaire in addition to submitting this application. The questionnaire will be sent to your **My Tasks** inbox in Workday. Refreshing your page should show the Questionnaire in your student inbox. If you do not receive the Questionnaire within twenty-four hours of submitting your program completion, contact your Registrar's office.



CHECK PROGRAM COMPLETION APPLICATION STATUS

From the Workday Home page:

1. Click the **Profile Icon** in the righthand corner of the page.
2. Click the **View Profile** on the dropdown menu.
3. Select **Academics** on the student profile menu.
4. On the **Overview** tab locate the **Status** column for your Program of Study.

Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary
	08/25/2025	05/07/2026	Pending Completion	Yes
Secondary Education Master of Education, Concentration in Physical Education	08/25/2025	05/07/2026	Pending Completion	No

5. Use the table below to interpret your status.

Status	
Pending Completion	You have applied and your Program of Study Completion Application is under review or is pending completion of current courses.
In Progress	You currently do not have a pending program of study application. Meaning you either have not fully submitted or your submission was denied.