



Apply for Graduation (Program Completion)

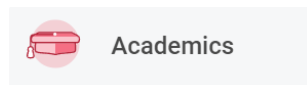
Overview

Before filling out the Pre-Graduation Evaluation form, please collaborate with your department to get approval for adding or dropping Program of Studies and ensure it's updated in your Academic Progress Report.

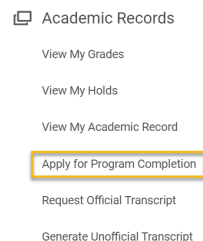
This quick reference guide will cover how to apply for graduation, also known as **Program Completion**.

Process: Apply for Graduation

1. From the home screen click the **Academics** application. The Academics dashboard provides links and information about your academic record.



2. Under the *Academic Records* section, click **Apply for Program Completion**. Please note that students can apply only after completing 131 units and reaching senior class standing.



3. If the **Academic Record** field does not default, select the appropriate value in this field. This field is required.

NOTE: You will need to adjust your Expected Completion Date.

4. On the **Apply for Program Completion** page, you will select the program(s) of study to complete or graduate from.
5. In the **Name** field, your Legal name will default. Your Address will default to your home address.

6. Change your **Expected Completion Date**. Please enter the corresponding date for the term you plan to graduate in.

Spring 2023: 06/15/2023 Winter 2024: 03/22/2024

Summer 2023: 09/08/2023 Spring 2024: 06/13/2024

Fall 2023: 12/08/2023 Summer 2024: 09/04/2024

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5 items

Apply	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status
<input type="checkbox"/>	English Major	BA - Bachelor of Arts	06/15/2023	In Progress
<input type="checkbox"/>	Political Science Major	BS - Bachelor of Science	06/15/2023	In Progress
<input type="checkbox"/>	Pre Law Focus		06/15/2023	In Progress
<input type="checkbox"/>	Philosophy Minor		06/15/2023	In Progress

7. Use the **Apply** checkbox to select your primary major; additional programs of study (second majors, minors, and pathway) will be included automatically in the petition process.

8. Check the **Confirm** checkbox. This is required.

NOTE: Please be aware, you will not have a registration appointment for the following term of the expected completion term.

9. Click **Submit** and then **Done**. Your application will now be submitted.

10. **Undergraduate Students Only:** Please check your notifications (in the top right corner) and complete the [Pre-Graduation Evaluation form](#). Then you need to work with your department to get your requests evaluated.

