Apply for Graduation (Program Completion)

Overview

The process to petition to graduate is to **FIRST** complete the online "Pre-graduation Evaluation" form on the Office of the Registrar website and work with your department(s) to get it evaluated as soon as possible. **SECOND**, you will apply for Program Completion on your Workday profile.

**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. **Undergraduate Students Only:** First complete the [Pre-Graduation Evaluation form](#). Then you need to work with your department(s) to get your requests evaluated.

2. **Second**, you will Apply for Program Complete. From the home screen click the Academics application. The Academics dashboard provides links and information about your academic record.

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

4. 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.

5. On the **Apply for Program Completion** page, you will select the program(s) of study to complete or graduate from.

6. In the **Name** field, your Legal name will default. Your Address will default to your home address.
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7. Change your **Expected Completion Date**. Please enter the corresponding date for the term you plan to graduate in.

   - **Spring 2024**: 06/13/2024
   - **Summer 2024**: 09/04/2024
   - **Fall 2024**: 12/13/2024
   - **Winter 2025**: 03/21/2025
   - **Spring 2025**: 06/12/2025
   - **Summer 2025**: 09/03/2025

8. 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.

9. 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.

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

    Please check your notifications (in the top right corner).