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 Academic Progress Reports.

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 following date if you plan to graduate in the term.

   - 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
7. Use the **Apply** checkbox(es) to select all program(s) you wish to complete.

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 **Qualtrics Pre-Graduation Evaluation** form. Then you need to work with your department to get your requests evaluated.