Apply for Graduation (Program Completion)

Overview

All students follow the same procedure in Workday when applying for Program Completion. Students will complete one Pre-Graduation Evaluation Questionnaire, regardless of the number of majors they have.

Please ensure that the Program of Studies listed on your records are accurate. If you need to add or drop any majors or minors, please collaborate with your department to get that updated before submitting your application. To make these updates, please complete the **Program Petition Form** at https://www.scu.edu/registrar/forms/.

One major: Your application will be evaluated by the department or school.

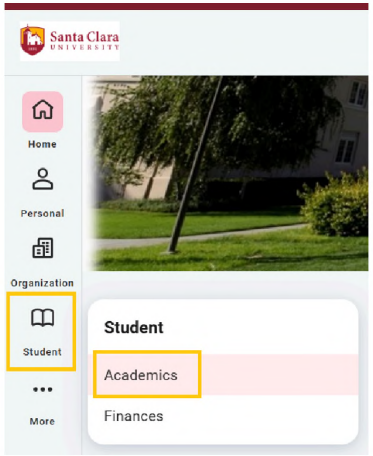
Two majors in the same school (Arts & Sciences or Business): The school will provide a single evaluation for both majors.

Two or three majors in different schools: Each school or department will evaluate your application.

If any department denies your application, you will need to restart the entire petition process.

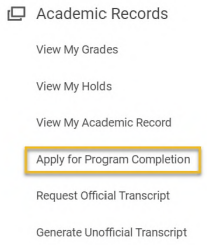
Process: Apply for Graduation

1. From the home screen, click on **Student** on the left sidebar menu and then **Academics**. The **Academics** dashboard provides links and information about your academic record.



2. Under the **Academic Records** section, click **Apply for Program Completion.**

NOTE: Undergraduate 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.

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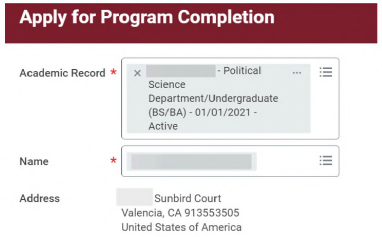
4. On the **Apply for Program Completion** page, you will select the program(s) of study to complete or graduate from.

5. In the **Name** field, your Legal name will default. Your Address will default to your home address.



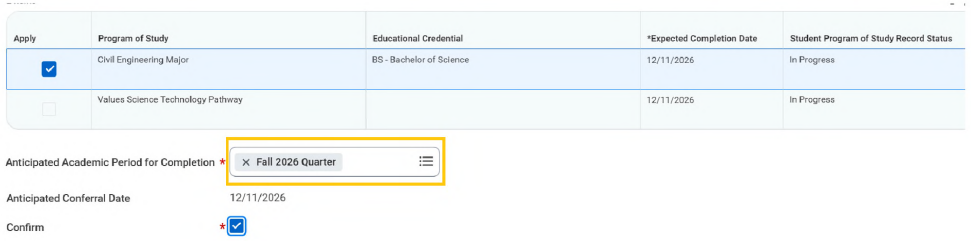
6. Use the **Apply** checkbox to select your primary major; additional programs of study (second majors, minors, and pathways) will be included automatically in the petition process.

NOTE: *If you are unable to click the checkbox to select your Program of Study at this step, please check your "Student Program of Study Record Status". If it displays "Applied for Program Completion" or "Approved for Program Completion," you have already applied* for program completion. *You cannot submit a new petition while a previous one is currently pending review or has already been approved. If you have already applied for program completion and your Expected Completion Date is incorrect, please contact your record analyst to update your expected graduation date.*

7. Enter your **Expected Completion Term**. For example, if you are graduating in Fall 2026 then type in Fall 2026 in the **Anticipated Academic Period for Completion** field and hit enter to populate the value.

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

NOTE: Please be aware that 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. Please check your notifications (in the top right corner).

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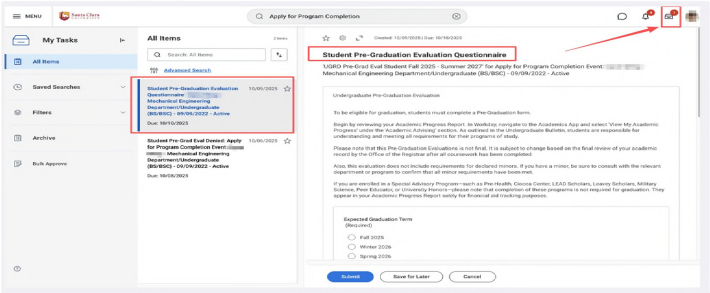
Completing the Questionnaire

10. Check your Workday task box for the "Student Pre-Graduation Evaluation **Questionnaire**." Complete all the required questions.



NOTE: Refer to this guide for instructions on reading the Academic Progress Report. https://www.scu.edu/registrar/quick-links/academic-progress-report/

11. Once all required questions are answered, click **Submit** to complete the process. Your submission will then be routed to your department(s)/school(s) for evaluation.

Checking the Status of Your Petition for Single Majors

12. After completing the petition steps, type **Academics** in the search bar. Scroll down, and you will find the **SCU Manage Program Completion (Student)** section.

13. Please review your completion status in this section.

    If your Completion Status displays '*Applied for Program Completion'*, you have completed the application step on Workday. Your petition is awaiting department approval or denial. Your petition will be posted after your department reviews and approves your Pre-graduation Evaluation Form submission.

    If your Program Completion status displays '*Approved for Program Completion',* you have completed the application steps on Workday, and your department has already approved your petition. Your petition has been successfully posted.

    If your Program Completion displays '*Denied',* your department has denied your application. Please contact your department and work with them on the next steps to get your application approved. If your application is denied, you will need to resubmit your application.

14. For students with a single major, you will only see the **Department 1 Responses**.

If the questionnaire answer is **Yes**, this means your application has been approved. Please wait a few days for the OOTR office to update your completion

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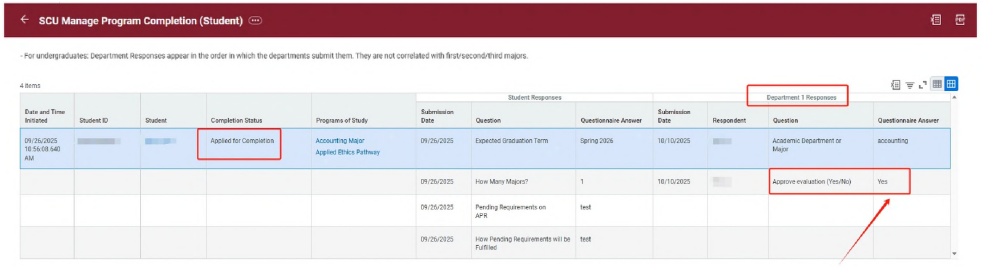
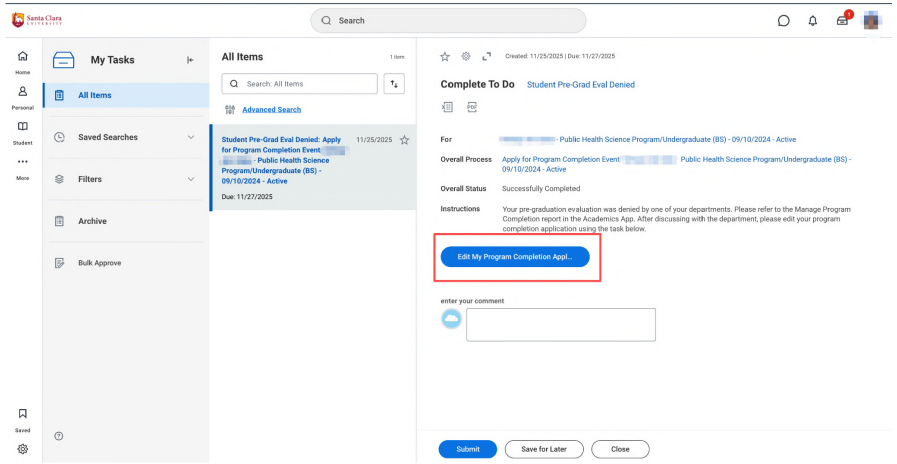
status. Be sure to regularly check Workday until your status changes to **Approved for Completion**.

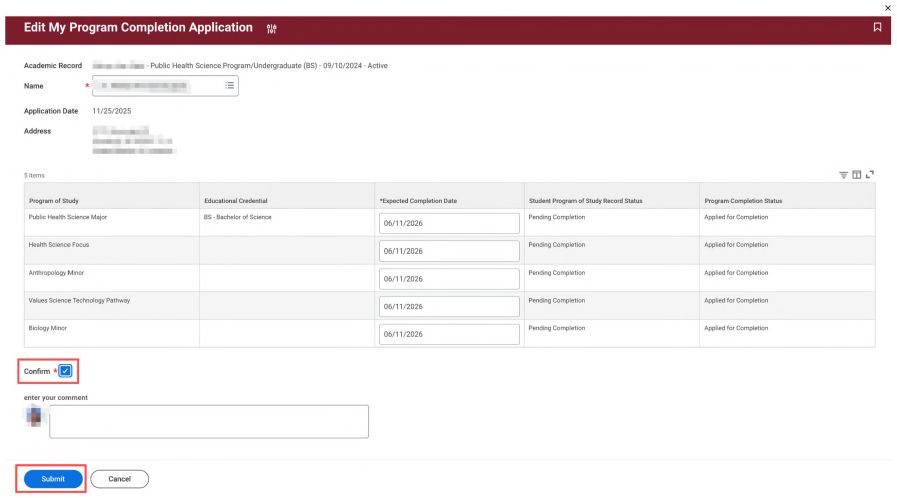


If Your Petition has been Denied

15. If the questionnaire answer is **No**, this indicates that your application has been denied. Please reach out to the department for further assistance before you resubmit the **Apply for Program Completion**.

After discussing with the department, please go to your awaiting tasks, edit your program completion application, and then submit it. If you need to change your expected graduation term, please contact your record analyst.





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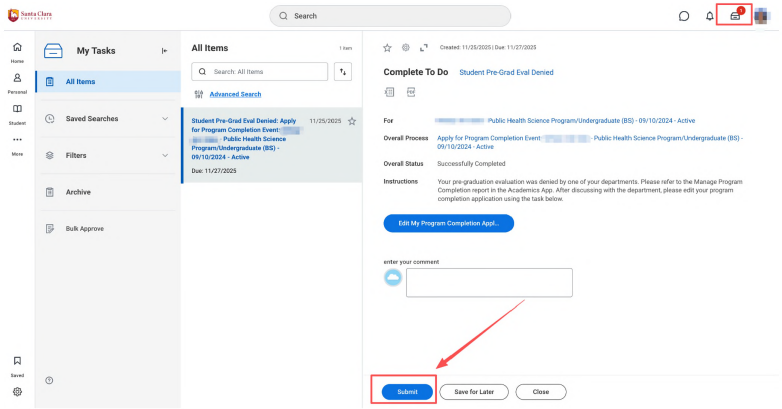
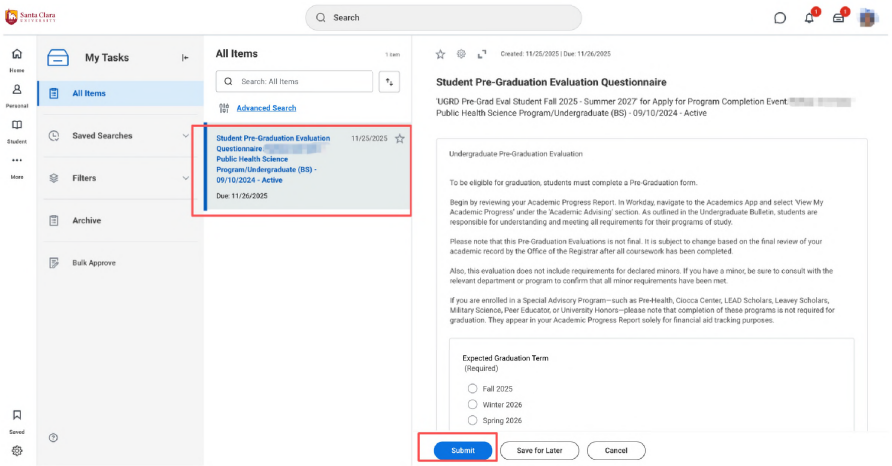
16. After you finish editing the application, go back to the task box. You will notice that the task has not disappeared. By clicking the **Submit** button, it will be removed. Please make sure you have edited the application and received the new Questionnaire task.





17. After completing the previous steps, you will receive a Questionnaire task, which follows the same process as Step 10.

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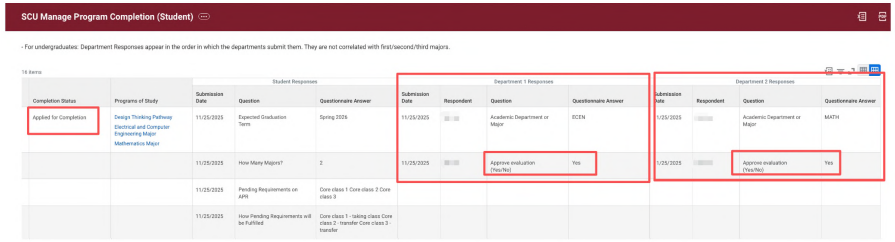
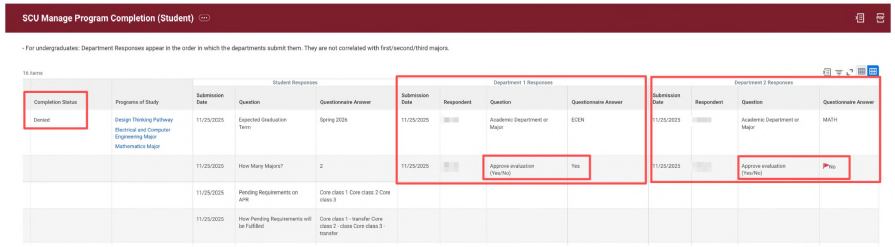
Checking the Status of Your Petition for Multiple Majors

18. For students with multiple majors across different schools, both the **Department 1 Responses** and **Department 2 Responses** must be reviewed.

Your application will be approved only if all responses are 'Yes.' After your application has been approved by all the departments. Please wait a few days for the OOTR office to update your completion status. Be sure to regularly check Workday until your status changes to 'Approved for Completion'.



19. If any school denies your application, the status will display as **Denied** with a red flag. Please contact the relevant department for further assistance before resubmitting the **Apply for Program Completion**.



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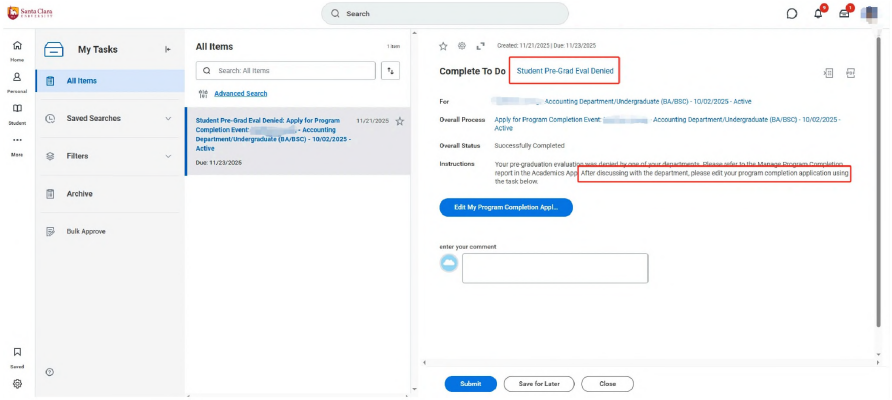

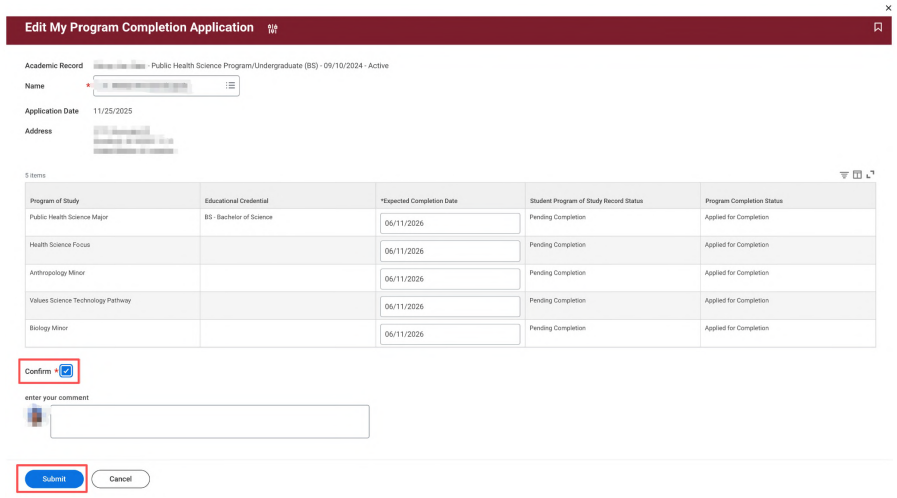

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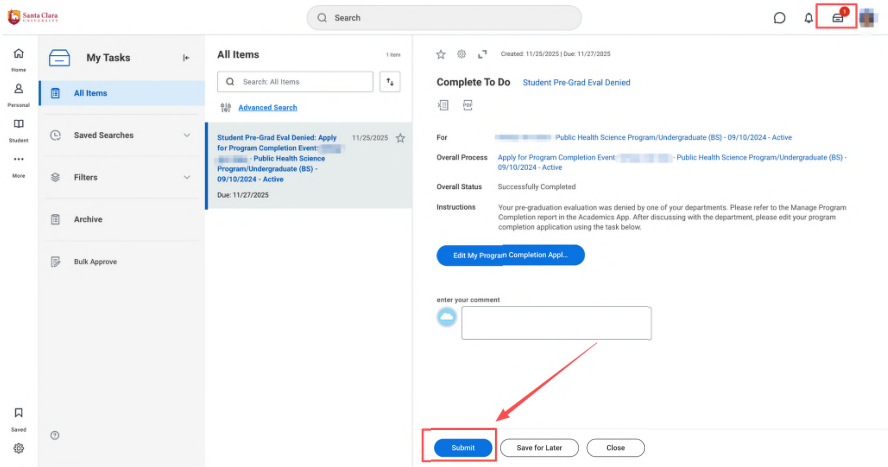

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