



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.

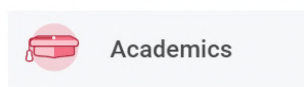
Two majors in the same school (Arts & Sciences or Business): The school will provide a single evaluation for both majors.

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.

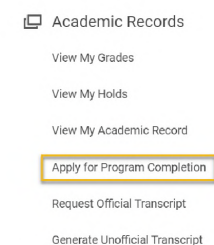
Process: Apply for Graduation

1. From the home screen, click 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**.

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.

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.



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

- **Fall 2026:** 12/11/2026
- **Winter 2027:** 03/19/2027
- **Spring 2027:** 06/10/2027
- **Summer 2027:** 08/31/2027

Apply	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status
☒	Economics (BS) Major	BS - Bachelor of Science	12/13/2024	In Progress
☐	Design Thinking Pathway		12/13/2024	In Progress
☐	Art History Minor		12/13/2024	In Progress

Confirm ☒

7. 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.

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

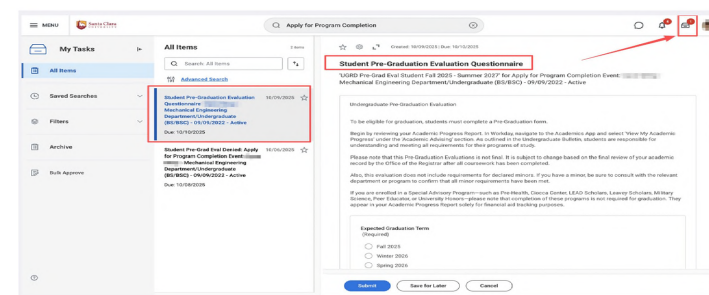
NOTE: Please be aware that you will **not** have a registration appointment for the following term of the expected completion term.

9. Click **Submit** and then **Done**. Your application will now be submitted. Please check your notifications (in the top right corner).



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.



Apply for Graduation (Program Completion)

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

SCU Manage Program Completion (Student)

For undergraduates: Department Responses appear in the order in which the departments submit them. They are not correlated with first/second/third majors.

4 Items

Date and Time Initiated	Student ID	Student	Completion Status	Programs of Study	Submission Date	Question	Questionnaire Answer	Submission Date	Respondent	Question	Questionnaire Answer
09/26/2025 10:56:09 (sat) AM			Applied for Completion	Accounting Major Applied Ethics Pathway	09/26/2025	Expected Graduation Term	Spring 2026	10/10/2025		Academic Department or Major	accounting
					09/26/2025	How Many Majors?	1	10/10/2025		Approve evaluation (Yes/No)	Yes
					09/26/2025	Pending Requirements on JPR	test				
					09/26/2025	How Pending Requirements will be Fulfilled	test				

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.

Santa Clara University

Search

My Tasks

All Items

Search: All Items

Advanced Search

Student Pre-Grad Eval Denied. Apply for Program Completion Event: 11/25/2025

Public Health Science Program Undergraduate (BS) - 09/10/2024 - Active

Due: 11/27/2025

Complete To Do Student Pre-Grad Eval Denied

For Public Health Science Program Undergraduate (BS) - 09/10/2024 - Active

Overall Process Apply for Program Completion Event: 09/10/2024 - Active

Overall Status Successfully Completed

Instructions Your pre-graduation evaluation was denied by one of your departments. Please refer to the Manage Program Completion report in the Academics App. After discussing with the department, please edit your program completion application using the task below.

Edit My Program Completion Appl.

enter your comment

Submit Save for Later Close



Apply for Graduation (Program Completion)

Edit My Program Completion Application

Academic Record: [View Academic Record](#) - Public Health Science Program/Undergraduate (BS) - 09/10/2024 - Active

Name:

Application Date: 11/25/2025

Address:

5 Items

Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status	Program Completion Status
Public Health Science Major	BS - Bachelor of Science	06/11/2026	Pending Completion	Applied for Completion
Health Science Focus		06/11/2026	Pending Completion	Applied for Completion
Anthropology Minor		06/11/2026	Pending Completion	Applied for Completion
Valencia Science Technology Pathway		06/11/2026	Pending Completion	Applied for Completion
Biology Minor		06/11/2026	Pending Completion	Applied for Completion

Confirm ☒

enter your comment

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.

Santa Clara University

Search

My Tasks

All Items

Advanced Search

Student Pre-Grad Eval Denied: Apply for Program Completion Event - 11/25/2025

Public Health Science Program/Undergraduate (BS) - 09/10/2024 - Active

Due: 11/27/2025

Complete To Do Student Pre-Grad Eval Denied

For Public Health Science Program/Undergraduate (BS) - 09/10/2024 - Active

Overall Process Apply for Program Completion Event - 09/10/2024 - Active

Overall Status Successfully Completed

Instructions Your pre-graduation evaluation was denied by one of your departments. Please refer to the Manage Program Completion report in the Academics App. After discussing with the department, please edit your program completion application using the task below.

[Edit My Program Completion App](#)

enter your comment

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

Santa Clara University

Search

My Tasks

All Items

Advanced Search

Student Pre-Graduation Evaluation Questionnaire - 11/25/2025

Public Health Science Program/Undergraduate (BS) - 09/10/2024 - Active

Due: 11/26/2025

Undergraduate Pre-Graduation Evaluation

To be eligible for graduation, students must complete a Pre-Graduation form.

Begin by reviewing your Academic Progress Report. In Wordly, navigate to the Academics App and select 'View My Academic Progress' under the Academic Advising section. As outlined in the Undergraduate Bulletin, students are responsible for understanding and meeting all requirements for their programs of study.

Please note that this Pre-Graduation Evaluation is not final. It is subject to change based on the final review of your academic record by the Office of the Registrar after all coursework has been completed.

Also, this evaluation does not include requirements for declared minors. If you have a minor, be sure to consult with the relevant department or program to confirm that all minor requirements have been met.

If you are enrolled in a Special Advisory Program—such as Pre-Health, Clovis Center, LEAD Scholars, Leeway Scholars, Military Science, Peer Educator or University Honors—please note that completion of these programs is not required for graduation. They appear in your Academic Progress Report solely for financial aid tracking purposes.

Expected Graduation Term (Required)

☐ Fall 2025

☐ Winter 2026

☐ Spring 2026



Apply for Graduation (Program Completion)

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'.

SCU Manage Program Completion (Student)									
For undergraduates: Department Responses appear in the order in which the departments submit them. They are not correlated with first/second/third majors.									
16 Items									
Completion Status	Programs of Study	Student Responses		Department 1 Responses				Department 2 Responses	
		Submission Date	Question	Questionnaire Answer	Submission Date	Respondent	Question	Questionnaire Answer	Submission Date
Applied for Completion	Design Thinking Pathway Electrical and Computer Engineering Major Mathematics Major	11/25/2025	Expected Graduation Term	Spring 2026	11/25/2025	Academic Department or Major	ECEN		11/25/2025
		11/25/2025	How Many Majors?	2	11/25/2025	Academic Department or Major	Approved evaluation (Yes/No)	Yes	11/25/2025
		11/25/2025	Pending Requirements on APE	Core class 1 Core class 2 Core class 3					
		11/25/2025	How Pending Requirements will be Fulfilled	Core class 1 - Spring class Core class 2 - Transfer Core class 3 - transfer					

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**.

SCU Manage Program Completion (Student)									
For undergraduates: Department Responses appear in the order in which the departments submit them. They are not correlated with first/second/third majors.									
16 Items									
Completion Status	Programs of Study	Student Responses		Department 1 Responses				Department 2 Responses	
		Submission Date	Question	Questionnaire Answer	Submission Date	Respondent	Question	Questionnaire Answer	Submission Date
Denied	Design Thinking Pathway Electrical and Computer Engineering Major Mathematics Major	11/25/2025	Expected Graduation Term	Spring 2026	11/25/2025	Academic Department or Major	ECEN		11/25/2025
		11/25/2025	How Many Majors?	2	11/25/2025	Academic Department or Major	Approved evaluation (Yes/No)	Yes	11/25/2025
		11/25/2025	Pending Requirements on APE	Core class 1 Core class 2 Core class 3					
		11/25/2025	How Pending Requirements will be Fulfilled	Core class 1 - transfer Core class 2 - Transfer Core class 3 - transfer					

20. After discussing with the department, please go to your awaiting tasks, edit your program completion application, and then submit it.



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21. 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.

The screenshot displays the Santa Clara University application system interface. On the left, a sidebar contains navigation options: Home, My Tasks, All Items, Saved Searches, Filters, Archive, and Bulk Approve. The main content area is titled 'All Items' and shows a search bar and a list of items. One item is highlighted: 'Student Pre-Grad Eval Denied Apply for Program Completion Event' with a due date of 11/27/2025. The right side of the interface shows details for the selected item, including 'Complete To Do', 'For', 'Overall Process', 'Overall Status', and 'Instructions'. At the bottom of the details section, there is a 'Submit' button highlighted with a red box and a red arrow, along with 'Save for Later' and 'Close' buttons.

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