



# Apply for Graduation (Program Completion)

## Overview

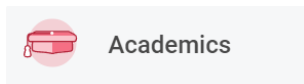
The process to petition to graduate is to **FIRST** complete the online "Pre-graduation Evaluation" form on the Office of the [Registrar website](#) and work with your department(s) to get it evaluated as soon as possible. **SECOND**, you will apply for Program Completion on your Workday profile.

**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

- Undergraduate Students Only:** First complete the [Pre-Graduation Evaluation form](#). Then you need to work with your department(s) to get your requests evaluated.
- Second**, you will Apply for Program Completion. From the home screen click the **Academics** application. The Academics dashboard provides links and information about your academic record.
- 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.



- Academic Records
  - View My Grades
  - View My Holds
  - View My Academic Record
  - Apply for Program Completion**
  - Request Official Transcript
  - Generate Unofficial Transcript

- 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.

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

**Apply for Program Completion**

Academic Record *	<div style="background-color: #f0f0f0; padding: 2px; border: 1px solid #ccc; display: flex; justify-content: space-between; align-items: center;"> <span>×</span> <span>- Political</span> <span>...</span> <span>☰</span> </div> <div style="padding: 2px;">           Science            Department/Undergraduate            (BS/BA) - 01/01/2021 -            Active         </div>
Name *	<div style="background-color: #f0f0f0; padding: 2px; border: 1px solid #ccc; display: flex; justify-content: space-between; align-items: center;"> <span>☰</span> </div>
Address	<div style="background-color: #f0f0f0; padding: 2px; border: 1px solid #ccc; display: flex; justify-content: space-between; align-items: center;"> <span>☰</span> </div> Sunbird Court Valencia, CA 913553505 United States of America



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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      **Winter 2025:** 03/21/2025

**Summer 2024:** 09/04/2024      **Spring 2025:** 06/12/2025

**Fall 2024:** 12/13/2024      **Summer 2025:** 09/03/2025

Apply	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status
<input checked="" type="checkbox"/>	Economics (BS) Major	BS - Bachelor of Science	12/13/2024	In Progress
<input type="checkbox"/>	Design Thinking Pathway		12/13/2024	In Progress
<input type="checkbox"/>	Art History Minor		12/13/2024	In Progress

Confirm

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.

**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” and your Expected Completion Date is incorrect, please contact your record analyst to update your expected graduation date.

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).



## Checking the Status of Your Petition

Navigate to the same Apply for Program Completion as detailed above.

If your Program Completion Status displays “Applied for Program Completion,” you have completed the application step on Workday, and your petition will be posted after your department reviews and approves your Pre-graduation Evaluation Form submission.

Apply	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status	Program Completion Status
<input type="checkbox"/>	Economics (BS) Major	BS - Bachelor of Science	12/13/2024	Pending Completion	Applied for Completion
<input type="checkbox"/>	Design Thinking Pathway		12/13/2024	Pending Completion	Applied for Completion
<input type="checkbox"/>	Art History Minor		12/13/2024	Pending Completion	Applied for Completion

If your Program Completion status displays “Approved for Program Completion,” you have completed the application step on Workday, as well as the Pre-graduation Evaluation Form submission, and your department has already approved your petition. Your petitions have successfully been posted.

Apply	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status	Program Completion Status
<input type="checkbox"/>	Economics (BS) Major	BS - Bachelor of Science	12/13/2024	Pending Completion	Approved for Completion
<input type="checkbox"/>	Design Thinking Pathway		12/13/2024	Pending Completion	Approved for Completion
<input type="checkbox"/>	Art History Minor		12/13/2024	Pending Completion	Approved for Completion