

## Applying for Graduation or Program Completion

Last updated January 29, 2025

### About graduation

To graduate from UBC, you must complete a formal application process that consists of two components:

**1. The Program Completion Application in [Workday](#)**

- This application must be submitted to have your degree conferred by the Senate and officially completed.

**2. The [Graduation Application](#) in Convocation Management Tool**

This application must be submitted to receive your parchment and to indicate whether or not you plan to attend the ceremony.

**You must complete both the Program Completion Application and the Graduation Application or you will not be eligible to graduate.** If you do not submit a Program Completion Application, you will not officially graduate or be included in a graduation ceremony even if you have fulfilled all of your program requirements.

Before you apply to graduate, review the graduation application dates for spring and fall.

Graduate students are not required to submit the program completion questionnaire in Workday.

**Note:** *If G+PS has already closed your program, you will be unable to complete step 1 (Submit the Program Completion Application). Impacted students will be contacted with further instructions.*

*If G+PS has not closed your program, follow all the steps listed in this guide.*

### Terminology

Review the table below to learn more about the statuses you may see listed, and how the terminology from the Student Service Centre (SSC) has changed for Workday.

Last updated January 29, 2025

Program Completion Status (Workday)	Graduation Status in the previous Student Service Centre (SSC)	Description
Applied for Completion	Applied for Graduation, Graduation Pending	Your graduation application has been submitted successfully and will be reviewed.
Approved for Completion	Approved	Your graduation application has been reviewed by an academic advisor. You have been approved to graduate.
Evaluation Deferred	Pending Approved	Your application has been reviewed by an academic advisor. You will be approved for graduation once you successfully complete your remaining academic requirements in your final term.
Denied	Withdrawn Application, Graduation not Approved, Not ready for Graduation	You have not satisfied the academic requirements for graduation, or you have withdrawn your application for program completion.
Program Completed	Conferred	Your degree has been conferred by the Senate.

## Check your student status before submitting your application for Program Completion and Graduation

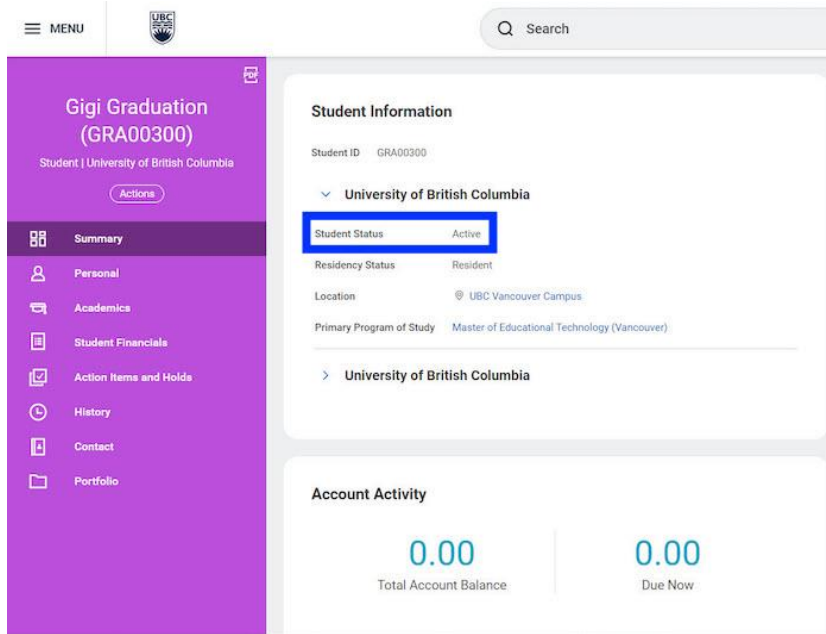
Provided you have met all other degree requirements, your program will be closed as of the date on your thesis receipt, or (for non-thesis programs) on the Non-thesis Program Completion form that your graduate program must send to Graduate and Postdoctoral Studies.

### Before you begin

First, review the [graduation application dates](#) for Spring and Fall.

Then, make sure your student status is "Active." To check your student status:

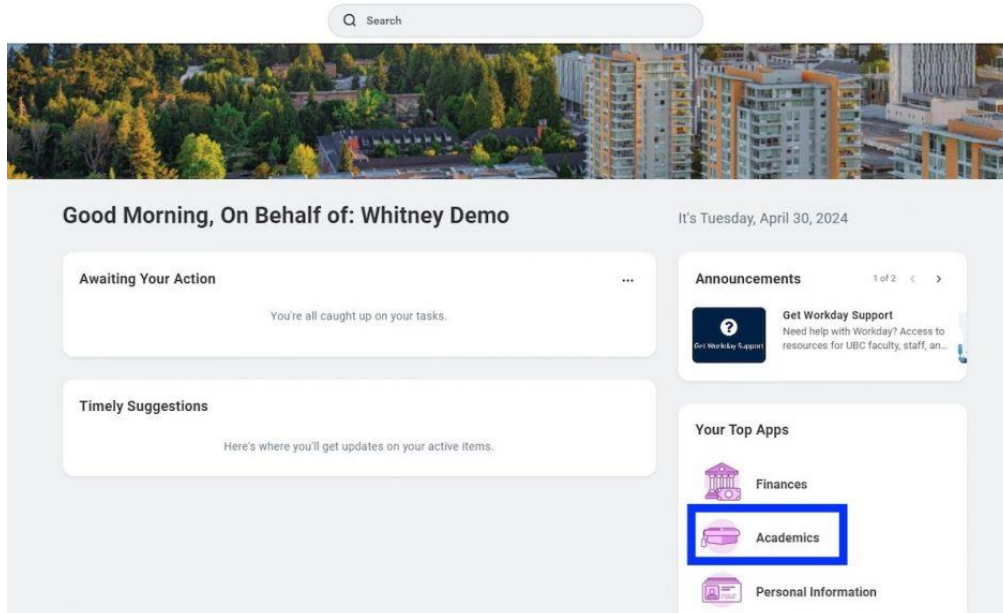
1. Log into your Workday account at [myworkday.ubc.ca](https://myworkday.ubc.ca).
2. On the Workday home screen, click your user icon in the top right corner.
3. Click the "View Profile" button in the pop-up menu.
4. You'll be brought to the "Summary" page by default. Here, you can review your Student Status.



## Step 1: Submit the Program Completion Application

### First, go to your Academics app

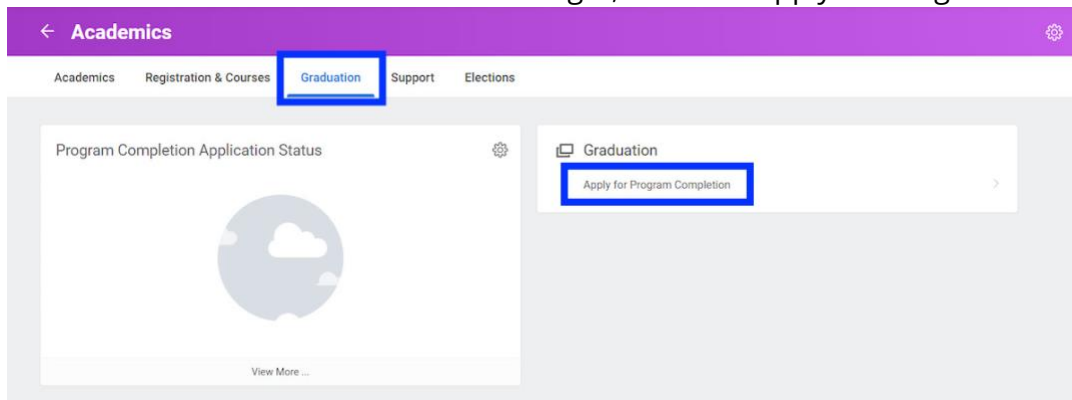
1. Log into your Workday account at [myworkday.ubc.ca](https://myworkday.ubc.ca).
2. Click the "Academics" tab in the "Your Top Apps" menu on the right side of the page.



### Next, go to Graduation

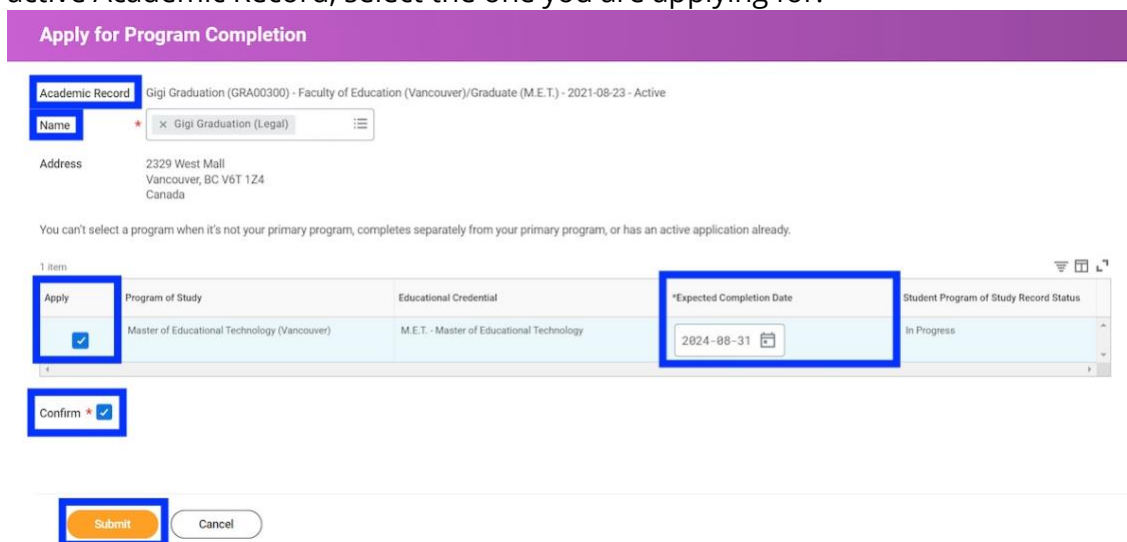
Once in your Academics app, you will be brought to the "Academics" page by default.

1. Click the “Graduation” tab in the top menu.
2. In the “Graduation” menu to the right, click the “Apply for Program Completion” link.



## Complete your Program Completion Application

Once on the “Apply for Program Completion” page, confirm your Academic Record. If you only have one Academic Record, this field will be prepopulated. If you have more than one active Academic Record, select the one you are applying for.



1. Double-check your name. This field will also be prepopulated.
2. In the table, check the “Apply” box to select the program of study. Only your primary program of study can be selected in this application, but you will graduate with all of your ‘In Progress’ programs of study, even if they don’t show here. If you have more than one program of study, make sure your secondary programs are correct before submitting your application (e.g. Co-op, Concentration, etc.)
3. Enter your Expected Completion Date (ECD) according to the conferral period you are applying for, example below (see [Deadline Centre](#), filter to “Graduation”):

- i. **May Graduation:** Enter April 30.
  - 1. Only students with an ECD of April 30 or earlier will be eligible for May graduation. If students select an ECD later than April 30 they will not be approved for May graduation.
- ii. **November Graduation:** Enter August 31.
  - o The ECD date entered does not impact your academic record or the date you actually meet/met program requirements.
  - o Even if you have already met program requirements for your program of study, you must enter an ECD between today’s date and the date the applications close for the graduation period you are applying to. For example, if you have completed your requirements in December 2024, but are applying for the May 2025 conferral period, you would select an ECD between the date you are completing your application and April 30.
  - o If you select an ECD that does not match the current application window when you are applying, you will receive an error message.

- 4. Check the “Confirm” box at the bottom.
- 5. Check that the information is correct. Once your application is submitted, you will **not** be able to edit it or make changes to your program of study.
- 6. Click the orange “Submit” button at the bottom left of the page.

**Review and complete your Program Completion application**

- 1. Review your “Program Completion Status” to make sure your application was successful. Your status should read “Applied for Completion.”

2. Click the orange “Done” button.

**Apply for Program Completion**
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Academic Record Gigi Graduation (GRA00300) - Faculty of Education (Vancouver)/Graduate (M.E.T.) - 2021-08-23 - Active

Name Gigi Graduation (Legal)

Application Date 2024-05-21

Address 2329 West Mall  
Vancouver, BC V6T 1Z4  
Canada

1 item

Program of Study	Educational Credential	Expected Completion Date	Student Program of Study Record Status	Program Completion Status
Master of Educational Technology (Vancouver)	M.E.T. - Master of Educational Technology	2024-08-31	Pending Completion	Applied for Completion

Done

### What happens after you submit an application?

- Once an application has been submitted it cannot be edited.
- You can no longer make changes to your program of study.
- You can add *new* registration for the academic period in which the Expected Completion Date falls but **not** beyond it.
- You can make **changes** (drop, switch) to any active registration.
- You may receive a notification saying there is a “Program Completion questionnaire” in Workday for you to complete. Please note that graduate students are not required to complete this questionnaire.

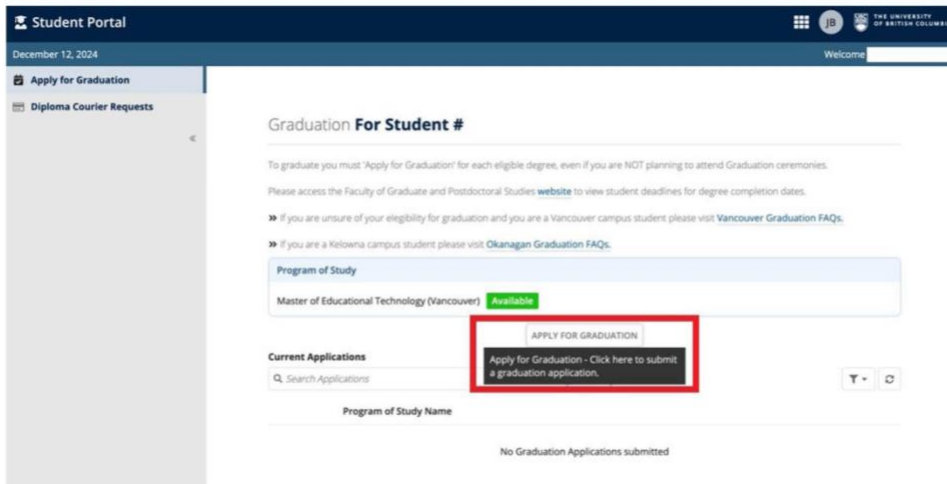
### Step 2: Submit the Graduation Application

Note: This application must be submitted to receive your parchment and to indicate whether or not you plan to attend the ceremony.

Enrolment Services will send you a link to complete your graduation application.

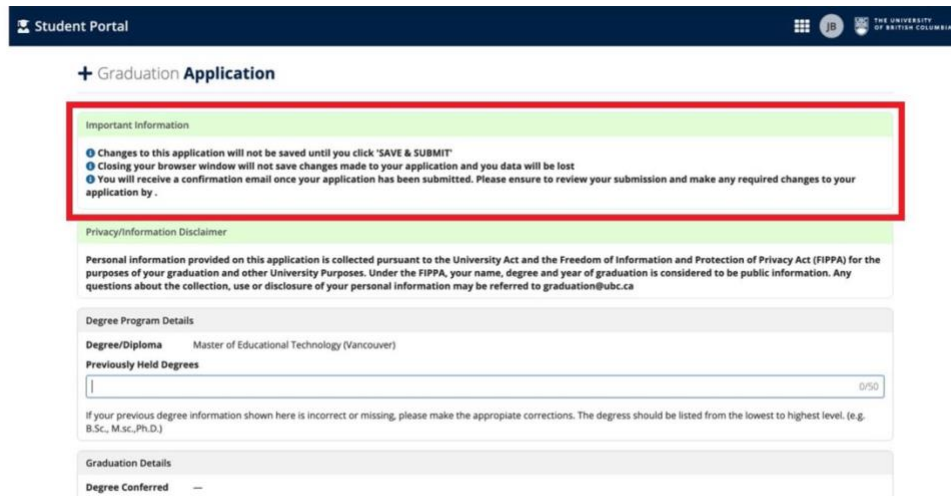
#### First, go to the Graduation Application.

1. Use your CWL to log into [graduation.students.ubc.ca](https://graduation.students.ubc.ca) to access your Student Portal.
2. Select ‘Apply for Graduation’ to start your Graduation Application.



### Complete your Graduation Application

1. Review the information at the top of the application, which indicates the last date to make any required changes.
2. Complete the application.



- Some of the fields on the Graduation Application will be prepopulated with information from your [Workday](#) account. Review this content.
- If graduation ceremony dates and times have not been assigned, your graduation ceremony details will not appear. Details may not be available until May and are subject to change. Check back regularly.

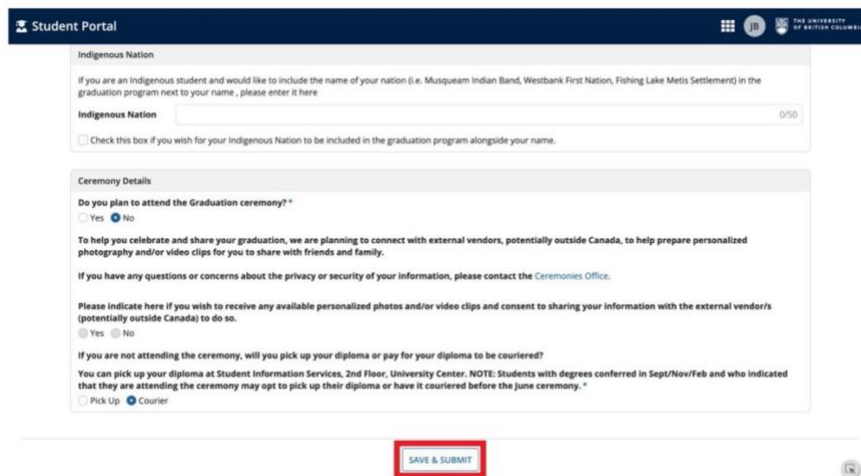
### If you are a PhD student:

- There is a field for you to submit your doctoral citation within the application.

- Candidates write their citation and check it with their supervisor before submitting. All doctoral students attending the May ceremony are required to submit a citation.
- The citation should be a maximum of 350 characters and summarize, in lay language, the nature of the independent research, the contribution to knowledge made by the candidate in the dissertation, and the intellectual and/or practical value of the work.
- Learn more about [doctoral citations](#).

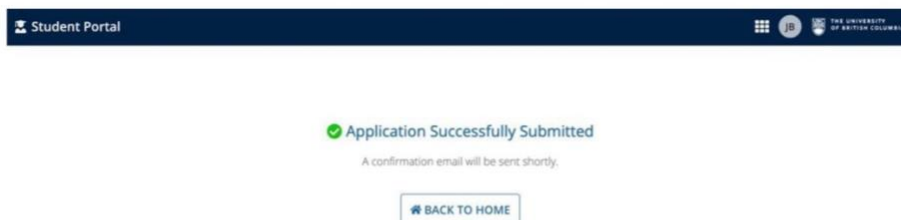
### Submit your Graduation Application

1. To submit your Graduation Application, you **must select the “Save & Submit” button** located after the ‘Ceremony Details’ section.



2. If your Graduation Application was successfully submitted, you will see a screen that states “Application Successfully Submitted.”

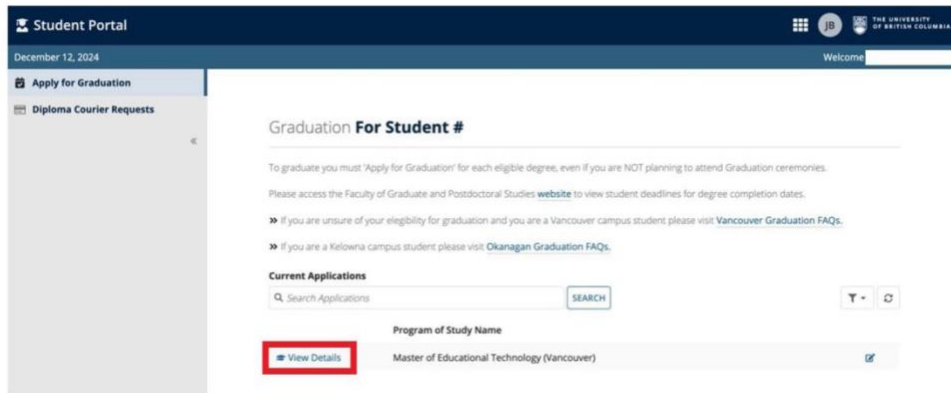
You will also receive a **confirmation email** sent to the primary email address you have listed in [Workday](#). Reminder: Please check your Spam and Junk Email folders.





### Step 3: Verify your application

1. Use your CWL to log into [graduation.students.ubc.ca](https://graduation.students.ubc.ca).
2. Select "View Details" to open the Application Details screen.

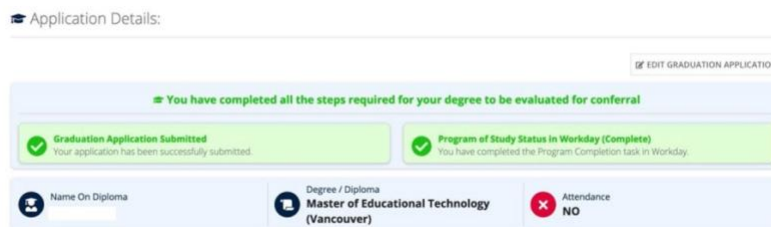


3. Confirm that you have successfully completed both the Program Completion Application and the Graduation Application.

If you see the following message on the Application Details screen, **no further action is required**:

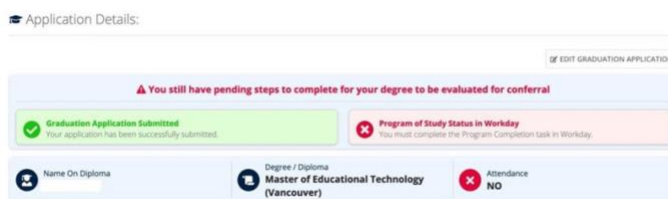
- "You have completed all the steps required for your degree to be evaluated for conferral"

Note that the green checkmarks indicate that your degree is ready to be evaluated, **it does not mean that you have been approved**. You may get denied if you have not met all requirements.

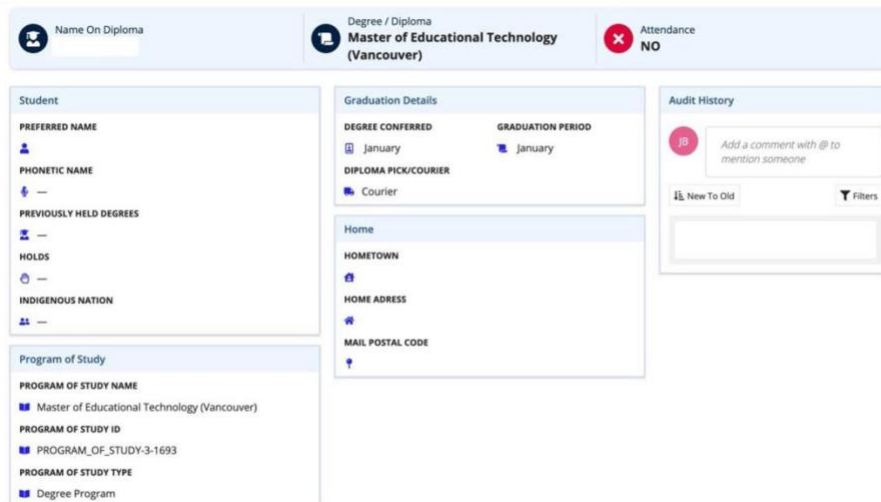


If you see the following message, **further action is required**:

- "You still have pending steps to complete for your degree to be evaluated for conferral"



Review the remaining application details for accuracy.



- If there are any discrepancies or changes needed to your Graduation Application, you will be able to edit your application until the application period is completed. From the application details screen, select “Edit Student Application.”

Note: If graduation ceremony dates and times have not been assigned, your Graduation Ceremony details will not appear. Details may not be available until May and are subject to change. Check back regularly.

### Commonly encountered problems

You may come across the following error message while filling out your Program Completion Application:

**Error: The selected expected completion date doesn't fall within an academic period available for completion.**

You will see this error message if the application period for your chosen graduation date has not yet opened, or if you enter an Expected Completion Date that is too far in the future. Refer to the application periods and expected completion dates listed above.

**Apply for Program Completion** 1 Error

Academic Record \* x Gigi Graduation (GRA00300) - Faculty of Education (Vancouver)/Graduate (M.E.T.) - 2021-01-01 - Active

Name \* x Gigi Graduation (Preferred)

Address 2329 West Mall  
Vancouver, BC V6T 1Z4  
Canada

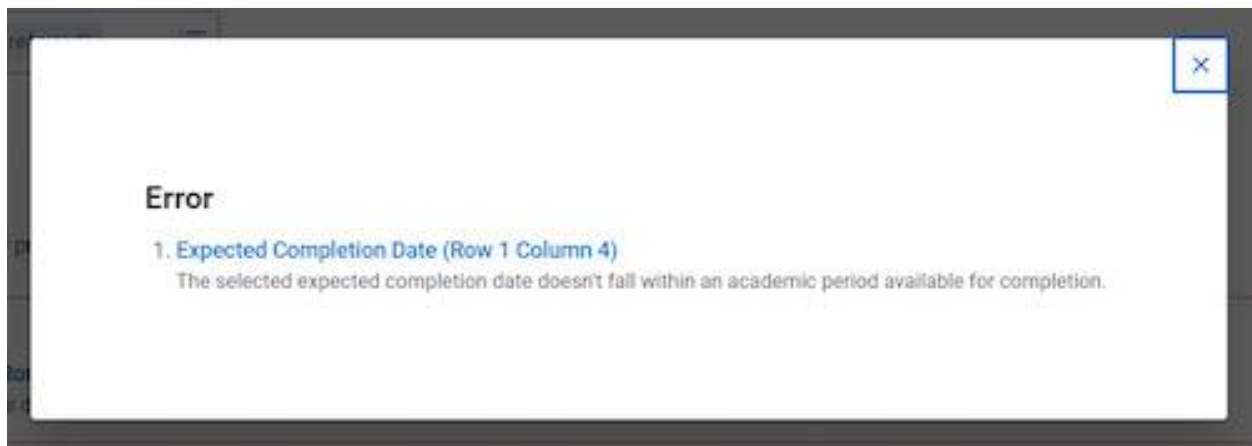
You can't select a program when it's not your primary program, completes separately from your primary program, or has an active application already.

**Errors and Alerts Found**

**Error - Expected Completion Date (Row 1 Column 4)**  
The selected expected completion date doesn't fall within an academic period available for completion.

Apply	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status
<input checked="" type="checkbox"/>	Master of Educational Technology (Vancouver)	M.E.T. - Master of Educational Technology	2025-04-30	In Progress

Confirm \*



### Troubleshooting

If you are experiencing issues with the application process or have questions about specific steps, please contact your graduate program.

### Additional resources

- [Viewing your Graduation Application or Program Completion Status](#)
- [Graduation at UBC](#)