Applying for graduation and program completion

About graduation

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

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

2. **Program Completion Application in Workday**
   This application must be submitted to have your degree conferred by the Senate and officially completed.
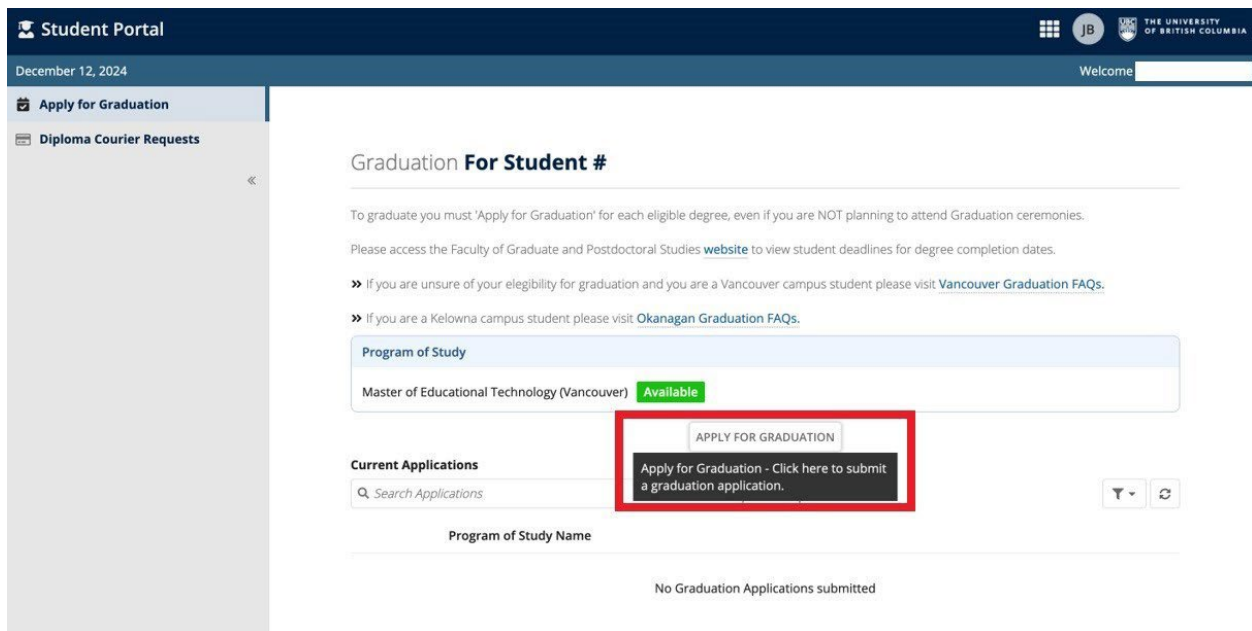
You must complete both the Graduation Application and the Program Completion Application or you will not be eligible to graduate.

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

Step 1: Submit the Graduation Application

First, go to the Graduation Application

1. Use your CWL to log into 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 (spring ceremony), November (fall ceremony) and are subject to change.

Submit your Graduation Application

1. To submit your Graduation Application, you **must select the "Save & Submit" button** located after the 'Ceremony Details' section.

Indigenous Nation

If you are an Indigenous student and would like to include the name of your nation (i.e. Musqueam Indian Band, Westbank First Nation, Fishing Lake Metis Settlement) in the graduation program next to your name , please enter it here

Indigenous Nation   0/50

☐ Check this box if you wish for your Indigenous Nation to be included in the graduation program alongside your name.

Ceremony Details

Do you plan to attend the Graduation ceremony? *
○ Yes ● No

To help you celebrate and share your graduation, we are planning to connect with external vendors, potentially outside Canada, to help prepare personalized photography and/or video clips for you to share with friends and family.

If you have any questions or concerns about the privacy or security of your information, please contact the Ceremonies Office.

Please indicate here if you wish to receive any available personalized photos and/or video clips and consent to sharing your information with the external vendor/s (potentially outside Canada) to do so.
○ Yes ○ No

If you are not attending the ceremony, will you pick up your diploma or pay for your diploma to be couriered?

You can pick up your diploma at Student Information Services, 2nd Floor, University Center. NOTE: Students with degrees conferred in Sept/Nov/Feb and who indicated that they are attending the ceremony may opt to pick up their diploma or have it couriered before the June ceremony. *
○ Pick Up ● Courier

[SAVE & SUBMIT]

2. If your Graduation Application was successfully submitted, you will see a screen that states "Application Successfully Submitted" and you will be prompted to submit your program completion application on Workday.

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.

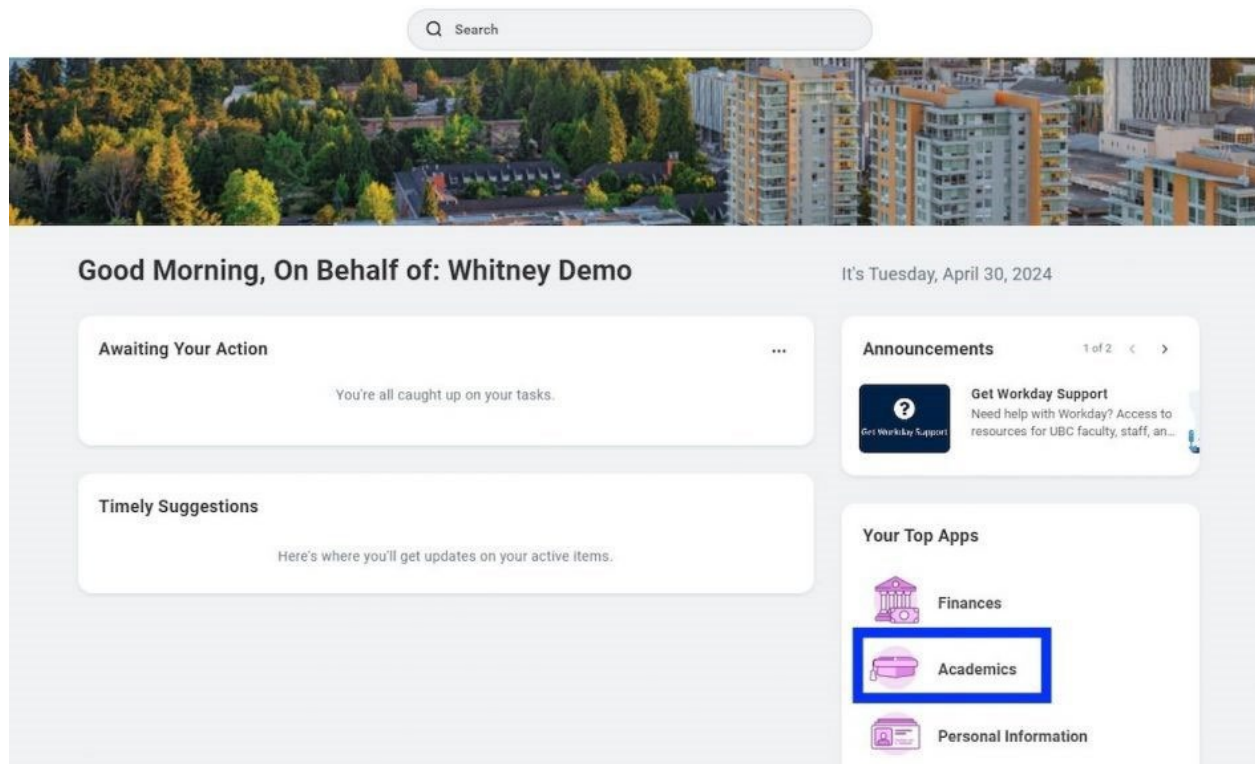
✓ Application Successfully Submitted

A confirmation email will be sent shortly.

[🏠 BACK TO HOME]

Step 2: Submit the Program Completion Application
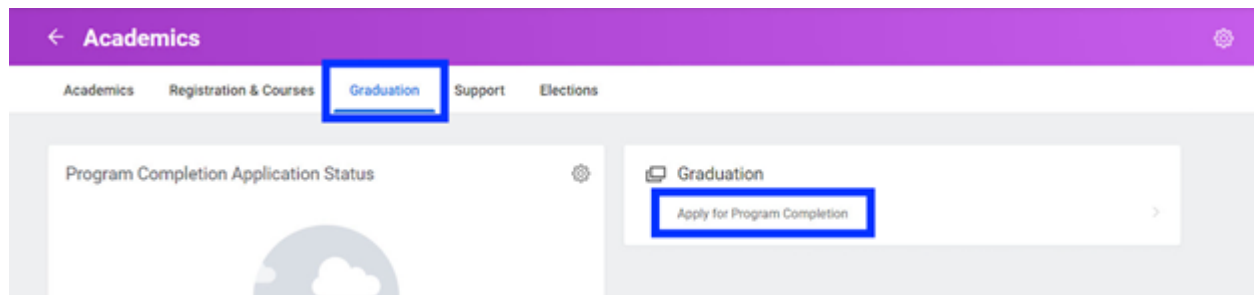
First, go to your Academics app

1. Log into your Workday account at 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
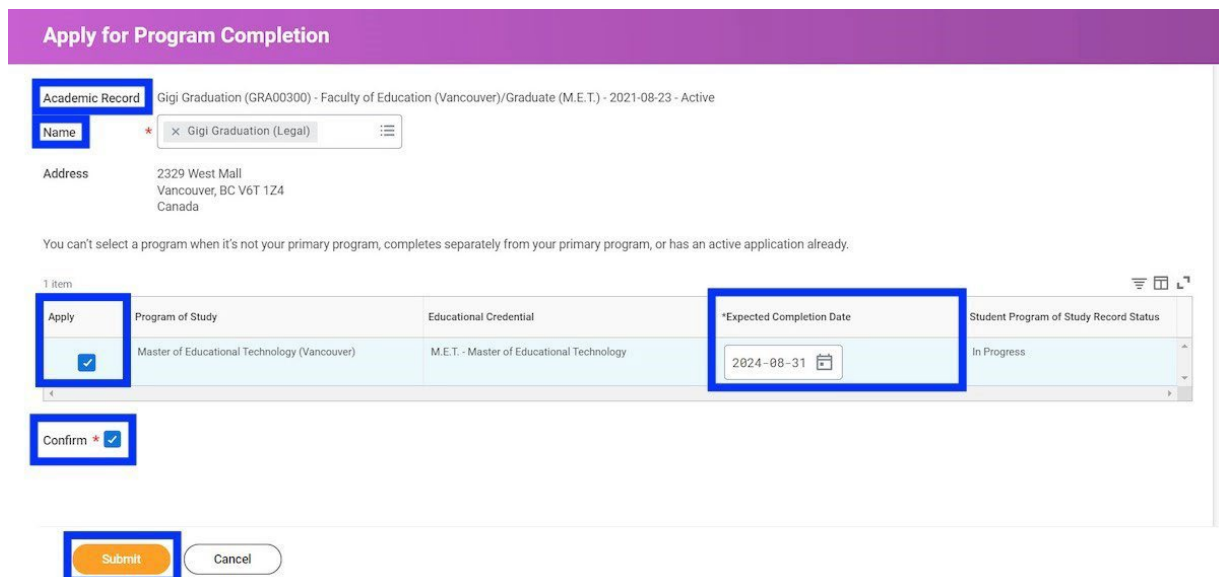
On the "Academics" page in the "Academics" app:

1. Click the "Graduation" tab in the top menu.
2. Then, under "Graduation", click the "Apply for Program Completion" link.

Complete your Program Completion Application

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. Check the "Apply" box next to the applicable 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

appear here. If you have more than one program of study, make sure your secondary programs are correct before submitting your application.

3. Enter your Expected Completion Date (ECD) according to the conferral period you are applying for:
    - **May Graduation**: Enter any date between January 1 and April 30.
    - **November Graduation**: Enter any date between June 15 and August 31.
    - The ECD date entered does not impact your academic record or the date you actually meet/met program requirements.
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 submit 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.
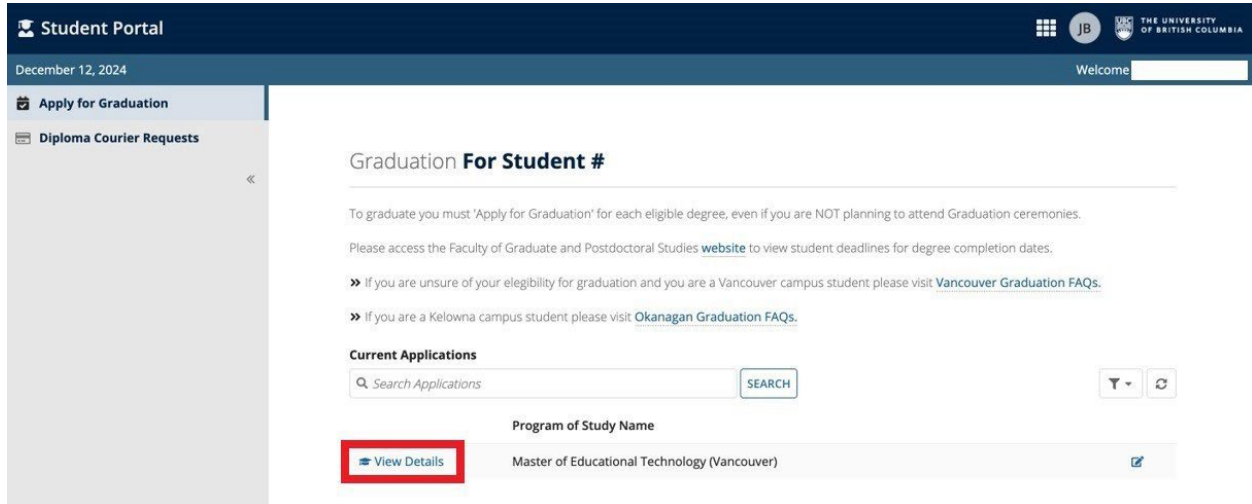
Step 3: Verify your application

1. Use your CWL to log into 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. Review the remaining application details for accuracy. Please note that **it may take up to 24 hours for the display bars to update and reflect that both applications have been completed**.

- If there are any discrepancies or changes needed to your Graduation Application, you can edit your application during the application period. From the application details screen, select "Edit Student Application".
- Your graduation application and program completion status will be updated once it has been reviewed by your faculty, department or school. Most faculties complete the approval process and enter their decisions in April or May for the Spring Convocation and early November for the Fall Convocation.

Note: Your Graduation Ceremony details will not appear until graduation ceremony dates and times have been assigned. Details may not be available until May (Spring Convocation), November (Fall Convocation) and are subject to change. Check the graduation schedule for updates.

Once your degree has been conferred, the following details will appear on your graduation application. You can view your program completion status as "Complete" in Workday by navigating to your Workday profile and selecting Academics > Overview.

Program Completion Status

There are a number of program completion statuses that may appear on your academic record once you have applied to graduate.

Program Completion Status	Description	When does this status change?
Applied for Completion	Your Program Completion Application has been submitted successfully and will be reviewed.	This status remains from the time after you submit your Program Completion Application until your application is reviewed. The review process may not occur until closer to May or November.
Evaluation Deferred	Your application has been reviewed. You will be approved for graduation once you successfully complete your remaining academic requirements in your final term.	This can happen any time after you submit your Program Completion Application and before the May or November Senate meetings.
Approved for Completion	Your application has been reviewed. You have been approved to graduate, but your degree has not yet officially been conferred by the Senate.	This status will appear after you have successfully completed all your course requirements, and your final grades have been submitted (including grades for transfer credits).
Denied	You have not satisfied the academic requirements for graduation, or you have withdrawn your application for program completion.	This status can appear any time after your application has been reviewed and you do not meet program requirements, or you have withdrawn your application.

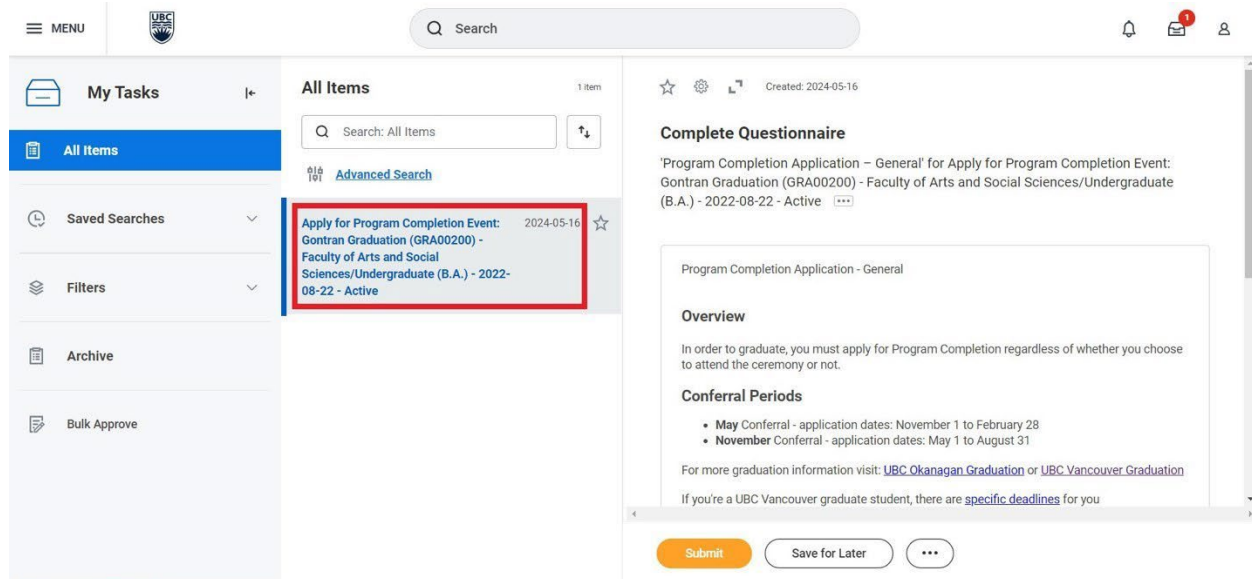# Step 4: Submit Your Program Completion Questionnaire (may be required)

After submitting your Program Completion Application, you will receive the Program Completion Questionnaire sent to your "My Tasks" inbox in Workday.

The Program completion questionnaire is optional unless you have outstanding transfer credits (courses taken at another institution) that need to be added to your record to meet degree requirements. In this case, you must submit a Program Completion Questionnaire.

1. Click the "My Tasks" inbox icon at the top right of the page, or select the task on the Workday landing page under "Awaiting Your Action".
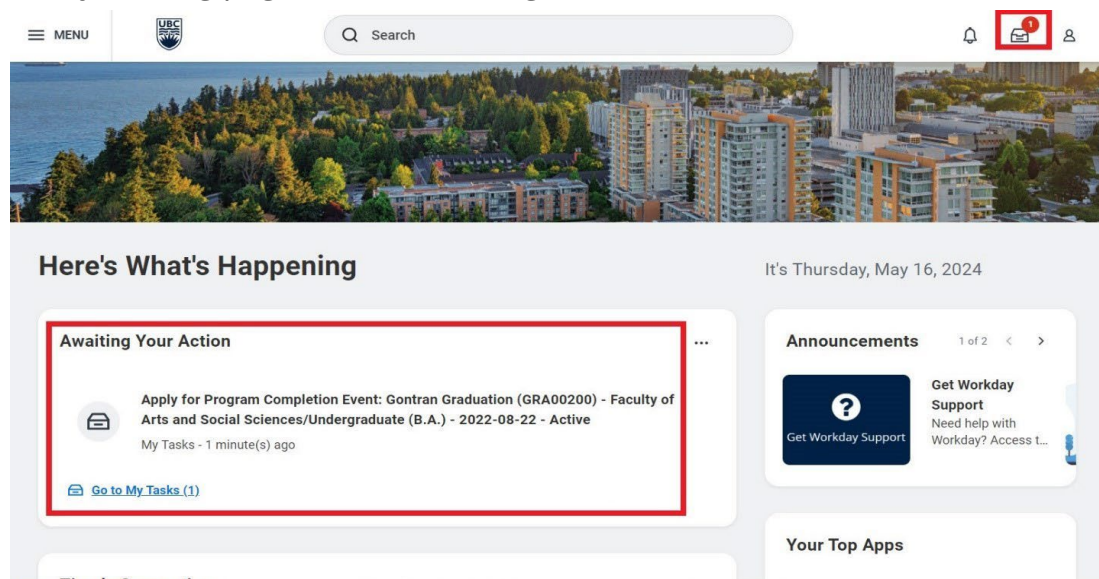
2. Click on the inbox notification titled "Apply for Program Completion Event" to open the questionnaire.

3. Complete the questionnaire by selecting "Yes" or "No" for the question.
4. Review your answer before proceeding. Once you submit, you will not be able to make changes or view your response.
5. Click the orange "Submit" button to submit the questionnaire.

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.

Additional resources

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