

Applying for Graduation or Program Completion

About graduation

To graduate from UBC, you must submit a formal application for graduation. In Workday, this is called the “Program Completion Application.” 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.

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.

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Denied	Withdrawn Application, Graduation not Approved, Not ready for Graduation	You have not satisfied the academic requirements for graduation, or you have withdrawn your application for program completion.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.

Program Closure Date

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 apply to graduate

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.
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.

The screenshot shows the Workday interface for a student named Gigi Graduation (GRA00300). The left sidebar contains navigation options: Summary, Personal, Academics, Student Financials, Action Items and Holds, History, Contact, and Portfolio. The main content area is divided into two sections: Student Information and Account Activity.

Student Information

Student ID	GRA00300
University of British Columbia	
Student Status	Active
Residency Status	Resident
Location	UBC Vancouver Campus
Primary Program of Study	Master of Educational Technology (Vancouver)
University of British Columbia	

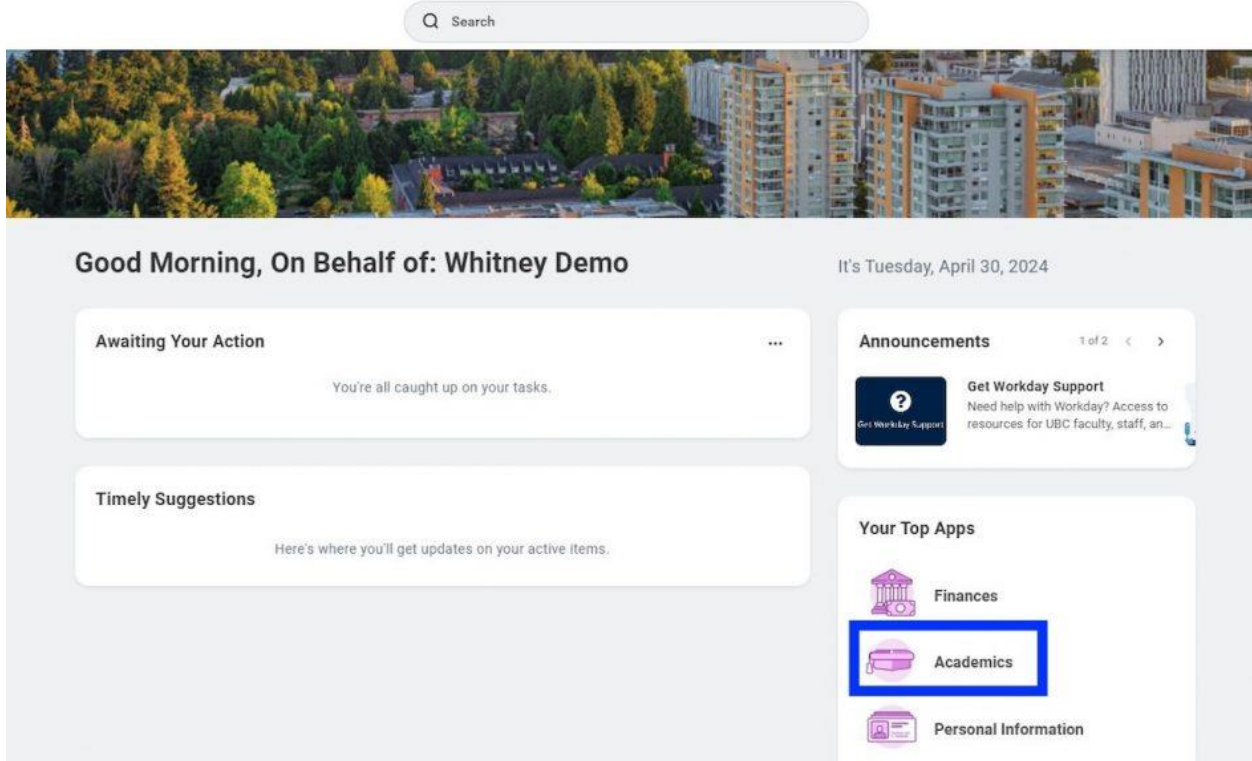
Account Activity

0.00	0.00
Total Account Balance	Due Now

How to apply for graduation

First, go to your Academics app

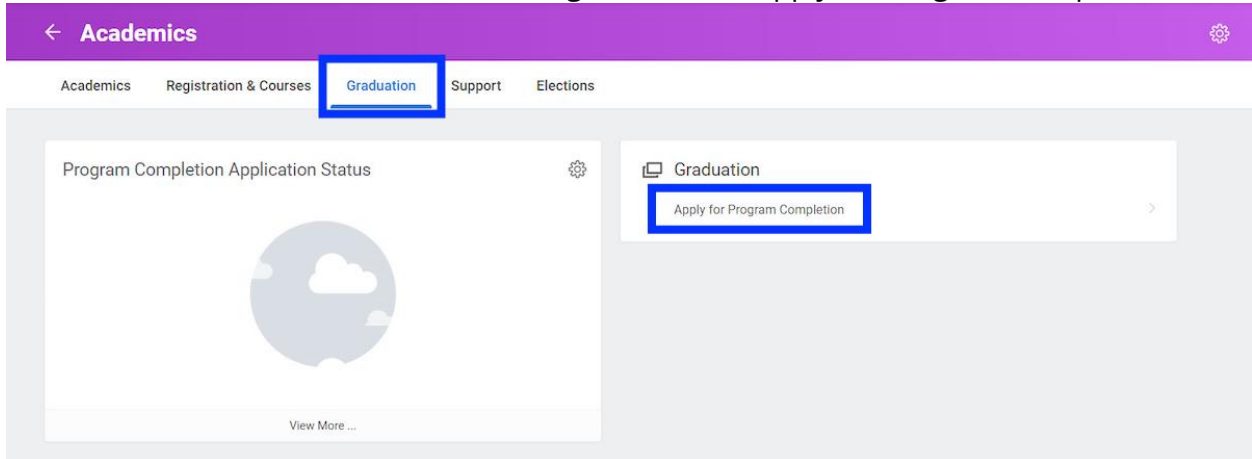
1. Log into your Workday account at myworkday.ubc.ca.
2. Click the "Academics" tab in the "Your Top Apps" menu on the right side of the page.



Next, go to Graduation

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.

Apply for Program Completion

Academic Record: Gigi Graduation (GRA00300) - Faculty of Education (Vancouver)/Graduate (M.E.T.) - 2021-08-23 - Active

Name: * Gigi Graduation (Legal)

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.

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	2024-08-31	In Progress

Confirm

Submit Cancel

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.
3. Enter your Expected Completion Date (ECD) according to the conferral period you are applying for:
 - o **May Graduation:** Enter April 30.
 - o **November Graduation:** Enter August 31.
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 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

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

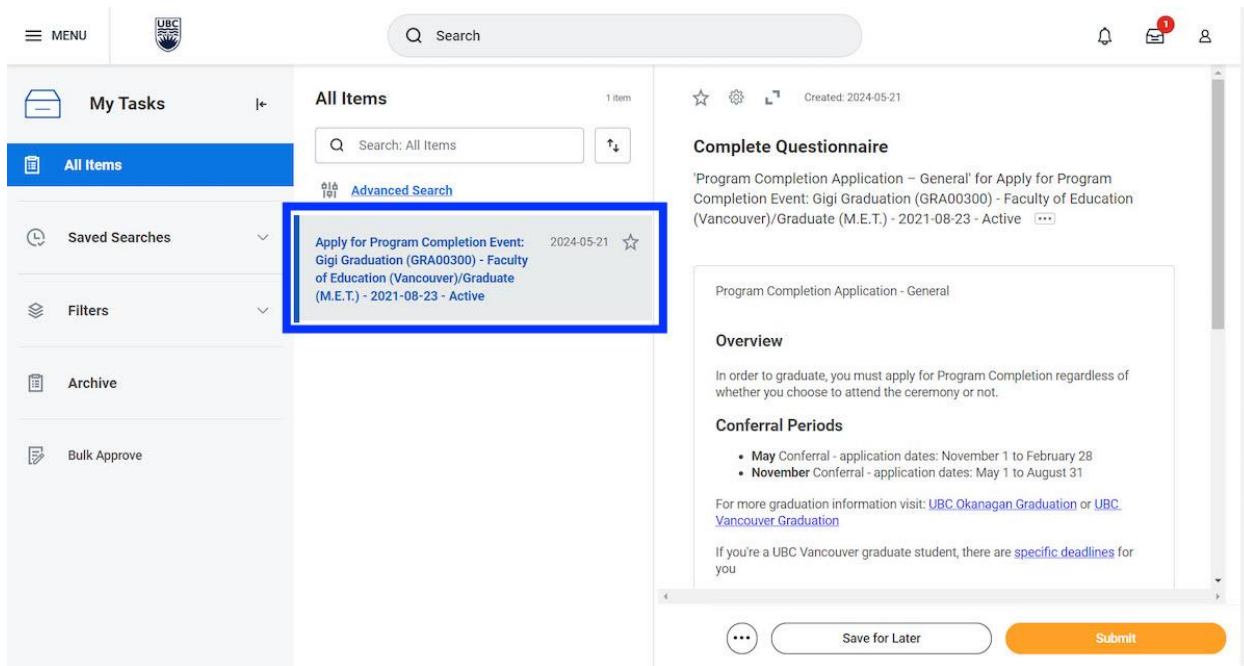
Submit your Program Completion Questionnaire

After submitting your Program Completion Application, review the Program Completion Questionnaire sent to your "My Tasks" inbox.

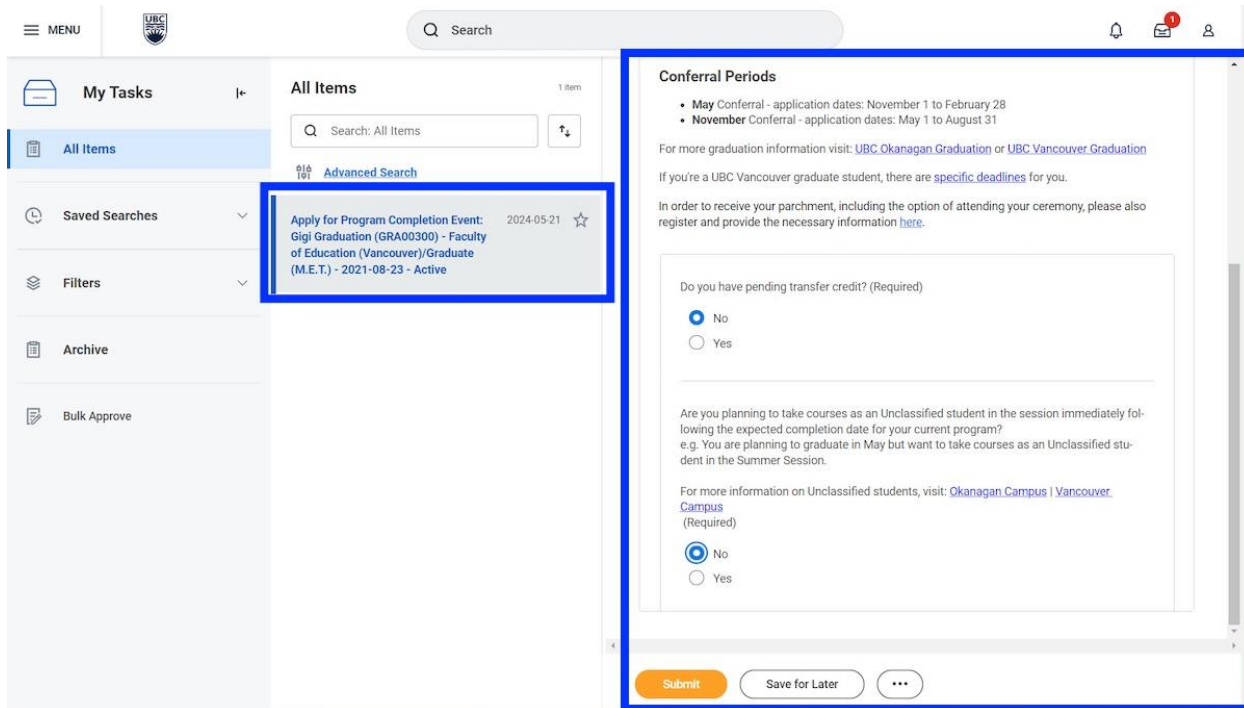
1. Click the "My Tasks" icon at the top right of the page, which should now show a red notification. Alternatively, you can select the task on the Workday landing page under "Awaiting Your Action."

The screenshot shows the top navigation bar with a search bar and a 'My Tasks' icon highlighted with a blue box. Below is a banner image of a UBC campus. The main content area shows a 'Good Morning, On Behalf of: Gigi Graduation' header with the date 'It's Tuesday, May 21, 2024'. Under the 'Awaiting Your Action' section, a notification card is highlighted with a blue border. The notification text reads: 'Apply for Program Completion Event: Gigi Graduation (GRA00300) - Faculty of Education (Vancouver)/Graduate (M.E.T.) - 2021-08-23 - Active' and 'My Tasks - 54 second(s) ago'. A 'Go to My Tasks (1)' link is visible below the notification. To the right, an 'Announcements' section shows a 'Get Workday Support' card.

2. Click on the inbox notification titled "Apply for Program Completion Event" to open the questionnaire.



3. Review the questionnaire in detail. Read the links to important information.
4. Complete the questionnaire by selecting "Yes" or "No" for each question.
5. Review your answers before proceeding. Once you submit, you will not be able to make changes or view your responses.
6. Click the orange "Submit" button at the bottom left 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.

The screenshot shows a web form titled "Apply for Program Completion" with a red error notification in the top right corner. The form fields include:

- Academic Record ***: A dropdown menu showing "Gigi Graduation (GRA00300) - Faculty of Education (Vancouver)/Graduate (M.E.T.) - 2021-01-01 - Active".
- Name ***: A dropdown menu showing "Gigi Graduation (Preferred)".
- Address**: "2329 West Mall, Vancouver, BC V6T 1Z4, Canada".

Below the form, a message states: "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."

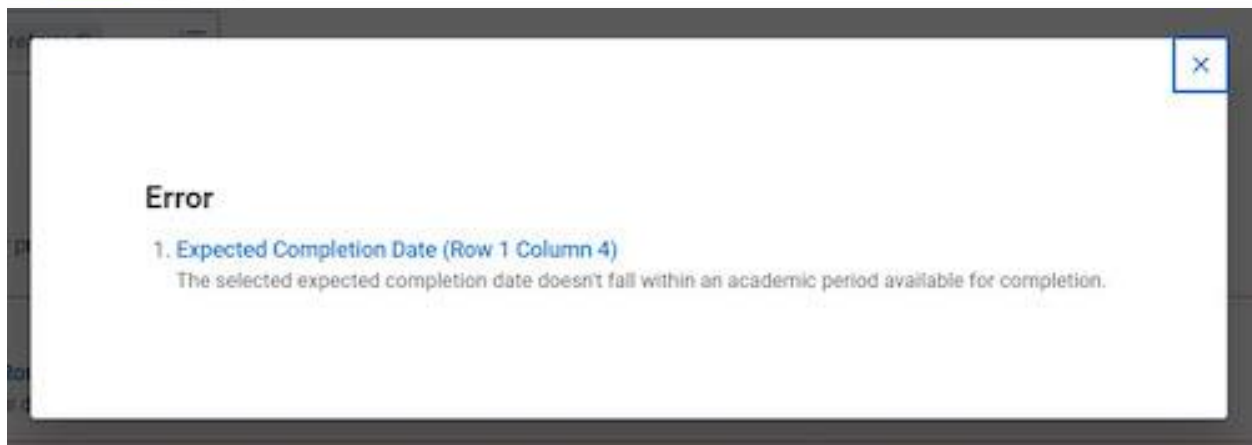
An "Errors and Alerts Found" section contains the following error:

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

A table below the error message shows the application details:

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

At the bottom of the form, there is a "Confirm" checkbox which is checked, and two buttons: "Submit" and "Cancel".



Late Applications

If you miss the graduation application deadline, you will need to follow your Faculty's process to request a late application. Contact your graduate program.

Additional resources

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