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.

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Denied	Withdrawn Application, Graduation not Approved, Not ready for Graduation	You have not satisfied the academic requirements for graduation, or you have withdrawn your application for program completion.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 <u>graduation application dates</u> for Spring and Fall. Then, make sure your student status is "Active." To check your student status:

- 1. Log into your Workday account at <u>myworkday.ubc.ca</u>.
- 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.

≡м	ENU	Q Search
Stud	Gigi Graduatic (GRA00300) lent University of British C Actions	Diumbla Student Information Student ID GRA00300 University of British Columbia
88	Summary	Student Status Active
8	Personal	Residency Status Resident
9	Academics	Location I UBC Vancouver Campus
	Student Financials	Primary Program of Study Master of Educational Technology (Vancouver)
Ø	Action Items and Holds	> University of British Columbia
G	History	
	Contact	
	Portfolio	Account Activity
		0.00 0.00
		Total Account Balance Due Now

Step 1: Submit the Program Completion Application

First, go to your Academics app

1. Log into your Workday account at <u>myworkday.ubc.ca</u>.

Q Search

2. Click the "Academics" tab in the "Your Top Apps" menu on the right side of the page.

		行していたので
Good Morning, On Behalf of: Whitney Demo	It's Tuesday, April 30, 2024	
Awaiting Your Action You're all caught up on your tasks.	••• Announcements 1 of 2 < (Cet Workday Support Cet Workday Support Need help with Workday? Access resources for UBC faculty, staff,	> s to an
Timely Suggestions Here's where you'll get updates on your active items.	Your Top Apps	
	Academics Personal Information	

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.

← Academics				
Academics Registration & Courses	Graduation Support	Elections		
Program Completion Application	Status	٢	Graduation Apply for Program Completion	
View f	More			

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	* × Gigi Graduation (Legal)			
ISS	2329 West Mall Vancouver, BC V6T 1Z4 Canada	_		
an't sele	et a program when it's not your primary program, c	completes separately from your primary program, or I	has an active application already.	
				₩ 🖽
	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status
~	Master of Educational Technology (Vancouver)	M.E.T Master of Educational Technology	2024-08-31	In Progress

- 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 (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 <u>Deadline Centre</u>, filter to "Graduation"):

- i. **May Graduation**: Enter April 30.
 - 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.
- The ECD date entered does not impact your academic record or the date you actually meet/met program requirements.
- 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.
- If you select an ECD that does not match the current application window when you are applying, you will receive an error message.

le	* \times Grace Graduation (Legal) \equiv			
can't select a Errors and Error - Ex The select	Action and a second sec	s separately from your primary program	, or has an active application already.	
n				₩ 🖬
ly F	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status
	M.A., In Interdisciplinary Studies, In Community Engagement, Social Change, and Equity (Okanagan)	M.A Master of Arts	2024-12-31	In Progress

- 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 P	rogram Comple	etion					쨘
Academic Record	Gigi Graduation (GRA00	300) - Faculty of Education (Vancouver)/Gra	aduate (M.E.T.) - 2021-08-2	23 - Active			
Name	Gigi Graduation (Legal)						
Application Date	2024-05-21						
Address	2329 West Mall Vancouver, BC V6T 1Z4 Canada						
1 item						1 III II	Ħ
Program of Study		Educational Credential	Expected Completion Date	Student Program of Study Record Status	Program Completion Status		^
Master of Educationa (Vancouver)	Il Technology	M.E.T Master of Educational Technology	2024-08-31	Pending Completion	Applied for Completion		-



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 to access your Student Portal.
- 2. Select 'Apply for Graduation' to start your Graduation Application.

👱 Student Portal			III 📵 🦉 THE UNIVERSITY
December 12, 2024			Welcome
Apply for Graduation			
📅 Diploma Courier Requests <	Graduation For Student #		
	To graduate you must 'Apply for Graduation' for each elig	ble degree, even if you are NOT planning to attend Grad	uation ceremonies.
	Please access the Faculty of Graduate and Postdoctoral S	tudies website to view student deadlines for degree con	apletion dates.
	>> If you are unsure of your elegibility for graduation and	you are a Vancouver campus student please visit Vancou	over Graduation FAQs.
	>>> If you are a Kelowna campus student please visit Okar	agan Graduation FAQs.	
	Program of Study		
	Master of Educational Technology (Vancouver)	lable	
		APPLY FOR GRADUATION	
	Current Applications App	y for Graduation - Click here to submit	
	Q. Search Applications	ouation application.	T- 0
	Program of Study Name		
	N	o Graduation Applications submitted	

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.

nt Portal	III 🕕 🦉 354
+ Graduation Application	
Important Information	
Changes to this application will not be saved until you click 'SAVE & SUBMIT' Closing your browser window will not save changes made to your application and you data will be lost O You will receive a confirmation email once your application has been submitted. Please ensure to review your submit application by .	ssion and make any required changes to your
Privacy/Information Disclaimer	
Personal information provided on this application is collected pursuant to the University Act and the Freedom of Inform purposes of your graduation and other University Purposes. Under the FIPPA, your name, degree and year of graduation questions about the collection, use or disclosure of your personal information may be referred to graduation@ubc.ca	nation and Protection of Privacy Act (FIPPA) for the n is considered to be public information. Any
Degree Program Details	
Degree/Diploma Master of Educational Technology (Vancouver) Previously Held Degrees	
	0/50
fyour previous degree information shown here is incorrect or missing, please make the appropriate corrections. The degress shi B.Sc., M.sc., Ph.D.)	ould be listed from the lowest to highest level. (e.g.
Graduation Details	
Degree Conferred —	

- Some of the fields on the Graduation Application will be prepopulated with information from your <u>Workday</u> 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 <u>doctoral citations</u>.

Submit your Graduation Application

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

Studer	nt Portal 🗰 🕕	OF BRITISH COLUMN
	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 vender/s (potentially outside Catada) to do so.	
	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 indicat that they are attending the ceremony may opt to pick up their diploma or have it couriered before the june ceremony.* O Rok Up O Courier	ted

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 <u>Workday</u>. 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.
- 2. Select "View Details" to open the Application Details screen.

🗷 Student Portal			III 📵 🦉 THE UNIVERSITY OF BRITISH COLUMBIA
December 12, 2024			Welcome
Apply for Graduation			
Diploma Courier Requests	Graduation For Student # To graduate you must 'Apply for Graduator' for each eligible degre Please access the Faculty of Graduate and Postdoctoral Studies wel >> If you are unsure of your eligibility for graduation and you are a	s, even if you are NOT planning to atten- sate to view student deadlines for degr Vancouver campus student please visit	d Graduation ceremonies. ee completion dates. Vancouver Graduation FAQs.
	Current Applications Q. Search Applications Program of Study Name View Details Master of Educational Technology (V	SEARCH ancouver)	२ - ८ ४

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"

			DF 0	DIT GRADUATION APPLICATIO
🛦 You still	have pending steps to c	omplete for your degree to b	e evaluated for conferral	
Graduation Application Submitted Your application has been successfully so	ubmitted.	You must comp	udy Status in Workday Nete the Program Completion task in V	forkday,

Review the remaining application details for accuracy.

Name On Diploma	Degree / Diploma Master of Educational Technology (Vancouver)	Attendance NO
Student	Graduation Details	Audit History
PREFERRED NAME	DEGREE CONFERED GRADUATION PERIOD January DIPLOMA PICK/COURSER Courier	Add a comment with @ to mention someone
PREVIOUSLY HELD DEGREES C HOLDS O INDIGENOUS NATION LL	Home HOMETOWN C HOME ADRESS	
Program of Study	MAIL POSTAL CODE	
PROGRAM OF STUDY NAME Master of Educational Technology (Vancouver) PROGRAM OF STUDY ID PROGRAM_OF_STUDY-3-1693 PROGRAM_OF STUDY TYPE Depree Program		

• 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.

	Program Completion			① 1.Error
cademic Reco	rd ★ Gigl Graduation (GRA00300) - := Faculty of Education (Vancouver)/Graduate (M.E.T.) - 2021-01-01 - Active			
ame	* X Gigi Graduation (Preferred)			
ldress.	2329 West Mall Vancouver, BC V6T 1Z4 Canada			
vu can't select	a program when it's not your primary program, comp	letes separately from your primary program, or has	an active application already.	
Errors a Error - I The sele	nd Alerts Found Expected Completion Date (Row 1 Column 4) acted expected completion date doesn't fall within an ace	demic period available for completion.		
tem				₩ 🖬
opply	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status
	matter of casadional (contrology (randource))	men motor of concerns reamining,	2025-04-30	
Submit	Cancel			
	Error			×

Troubleshooting

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

Additional resources

- <u>Viewing your Graduation Application or Program Completion Status</u>
- Graduation at UBC