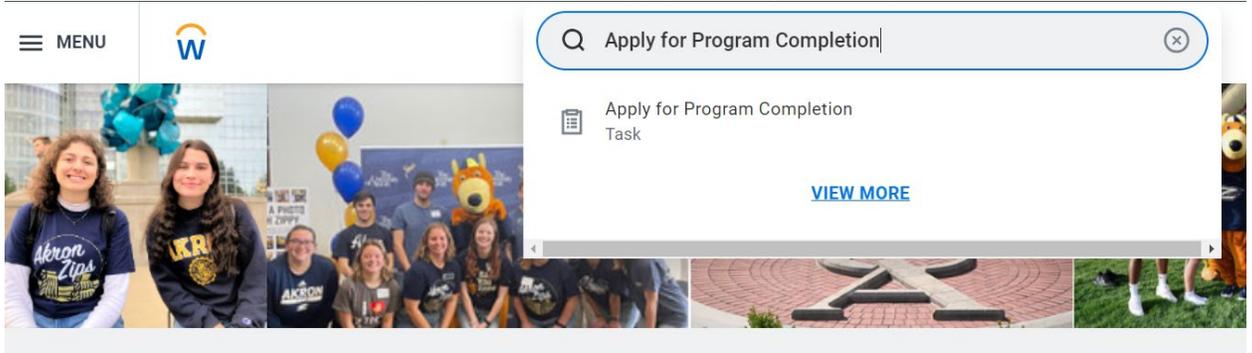


## Applying for Program Completion

1. Navigate to **Workday** from this link <https://www.myworkday.com/uakron> or by using the Quick Link panel in MyAkron portal
2. Use the search at the top of the page to search for **Apply for Program Completion**



4. Once the task has been initiated you will be asked from which **Programs of Study** you are applying to graduate. Select all that apply and ensure that the **Expected Completion Date** is within the academic period from which you expect to graduate (ex. 12/01/YYYY for fall, 5/01/YYYY for spring, or 8/01/YYYY for summer)
5. Note that you do not need to **Apply** for things such as minors or 2<sup>nd</sup> majors as they are attached to a major program of study but will need to update the **Expected Completion Dates** to match that major.
6. Once complete, select **Confirm** and then **Submit**

**Apply for Program Completion**

Academic Record \* [REDACTED] - Buchtel College of Arts and Sciences/Undergraduate (AA/BA) - 08/24/2020 - Active

Name \* [REDACTED]

Address [REDACTED]

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.

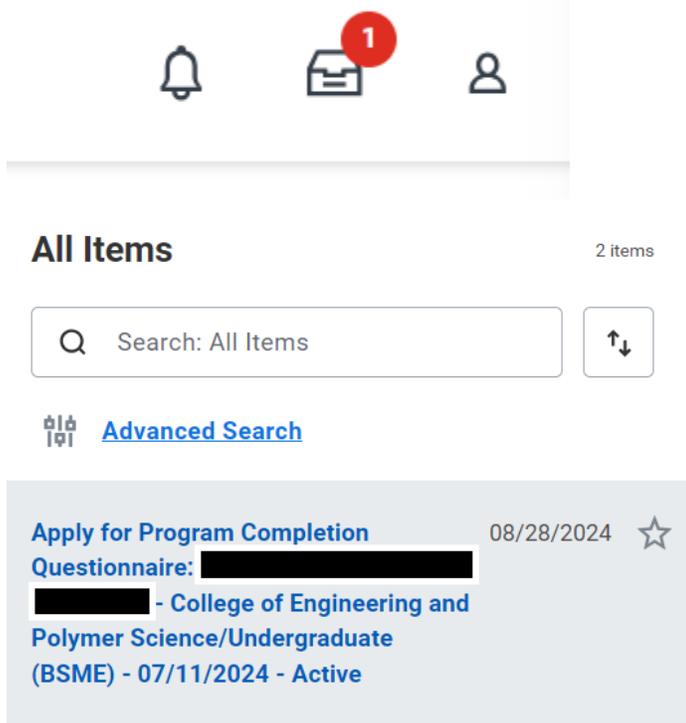
2 items

Apply	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status
<input checked="" type="checkbox"/>	Psychology, BA	BA - Bachelor of Arts	05/19/2024	In Progress
<input type="checkbox"/>	Arabic Language and Culture, Minor		05/19/2024	In Progress

Confirm \*

enter your comment

7. After the **Apply for Program Completion** task is submitted you will see a new item in **My Tasks**. This is the **Apply for Program Completion Questionnaire**:



8. Please follow the instructions in that questionnaire and select **Submit** once complete. Note: finishing the questionnaire is **required** for **Applying for Program Completion**.