

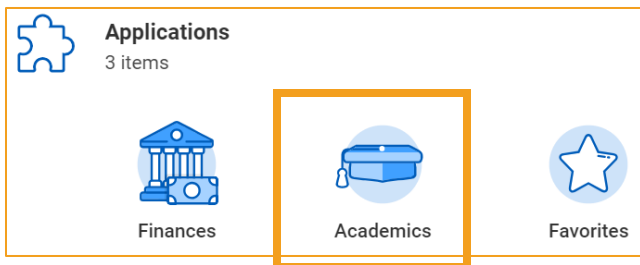
Workday is an evolving product. Each week features, large and small, are released making it difficult to keep documentation current. If you find this documentation different from the experience you have for this process, please email workdaystudent@bentley.edu.

APPLYING FOR PROGRAM COMPLETION

Here's how to complete the Program Application Process:

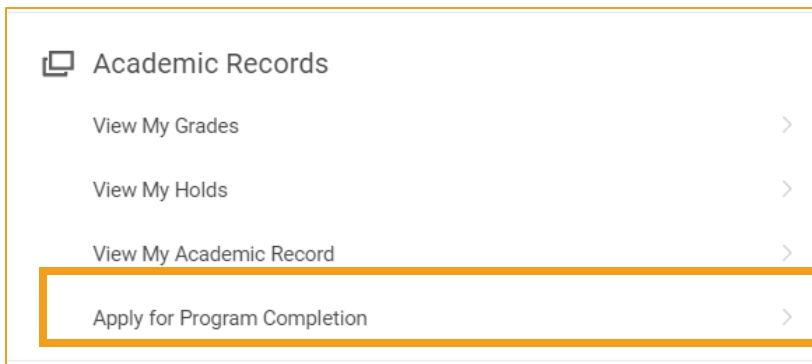
STEP 1

After logging in to Workday, Select **Academics**.



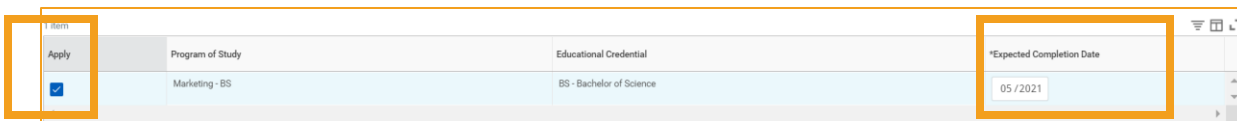
STEP 2

From there, select **Academic Records** and then, **Apply for Program Completion**.



STEP 3

This will bring up your **Program Completion Application**. Select **Apply** and then update your expected completion date to the date on which you expect to graduate.



STEP 4

Under the table, check the **confirm** box.



STEP 5

At the bottom of the page, click **OK**.



STEP 6

Review the landing page and then click **Done** at the bottom of the page.



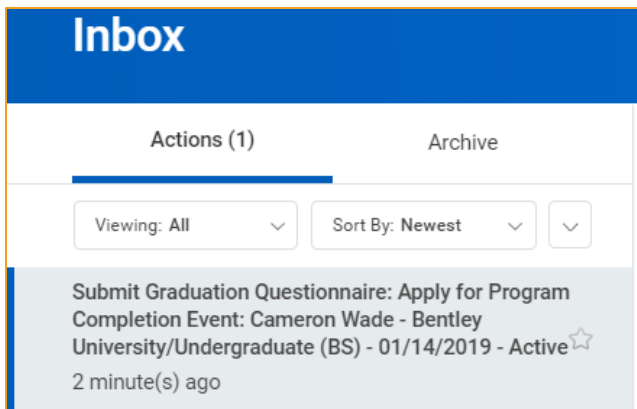
STEP 7

Go to the **Inbox** by clicking the icon in the top right corner next to the **Notifications** (bell) icon



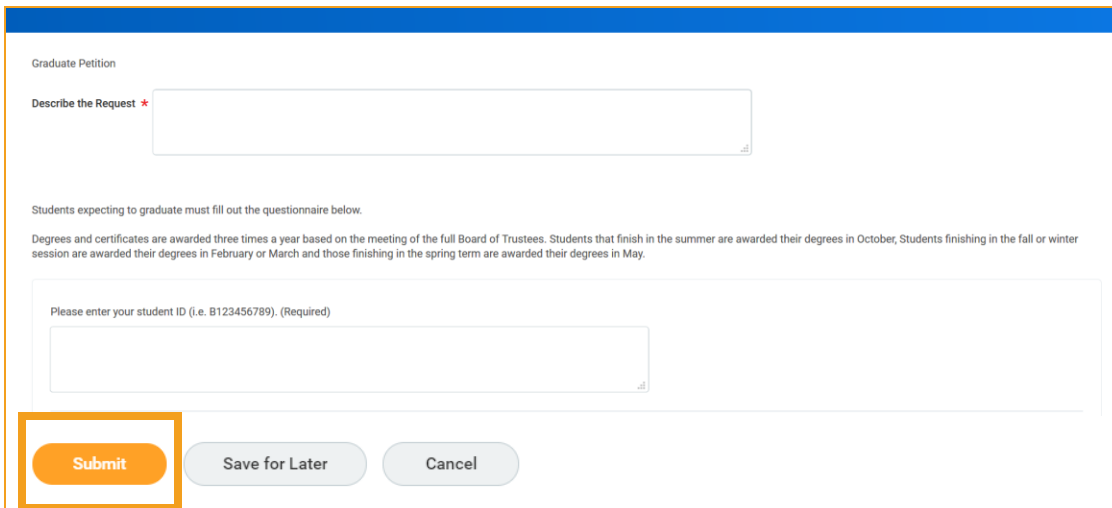
STEP 8

In the **Inbox**, select **Submit Graduation Questionnaire: Apply for Program Completion Event**.



STEP 12

This will bring up the questionnaire. Answer the questions, clicking **Submit** when you're done.



Graduate Petition

Describe the Request *

Students expecting to graduate must fill out the questionnaire below.

Degrees and certificates are awarded three times a year based on the meeting of the full Board of Trustees. Students that finish in the summer are awarded their degrees in October, Students finishing in the fall or winter session are awarded their degrees in February or March and those finishing in the spring term are awarded their degrees in May.

Please enter your student ID (i.e. B123456789). (Required)

Submit Save for Later Cancel

STEP 13

Review the next page, then click **Done** at the bottom of the page.



STEP 14

Go back to the **Inbox** by clicking the icon in the top right corner next to the **Notifications** (bell) icon



STEP 15

In the **Inbox**, select **Request Process: Graduation Petition**.

