APPLY FOR PROGRAM COMPLETION

Description: This quick guide explains how to apply for program completion.
Applies to: Students

APPLY FOR PROGRAM COMPLETION

1. Navigate to the Global Navigation Menu and select the Academics Hub dashboard.

2. Under Suggested Links, select Apply for Program Completion.

3. Select RSVP for Commencement if you plan to attend the Suffolk University commencement ceremony in May.

4. Select the Apply checkbox next to the Program(s) of Study you wish to complete. Enter the Expected Completion Date as the last day of the academic period you plan to attend Suffolk University.

5. Select the Confirm checkbox.

6. Click Submit.

Note: The Expected Completion Date will default to the date on your Student Profile. Select another date if you expect to graduate earlier or later than what is indicated.
Once your request is submitted, you will receive a **My Tasks** item to complete a questionnaire.

1. Navigate to **My Tasks**.

2. Select the **Law Program Completion Questionnaire** task.

3. Review and answer all the questions on the questionnaire.

4. Once complete, click **Submit**.
REVIEW DOCUMENTS (ALL)

Once your request is submitted (non-law) or your questionnaire is submitted (Law), you will receive a My Tasks item to review and confirm your Academic Progress Report.

1. Navigate to My Tasks.

2. Select the Review Documents task.

3. Select the Document hyperlink to open and review the document.

4. Review the Signature Statement.

5. Select the I Agree checkbox.

6. Click Submit.
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ADDITIONAL TO DO ITEMS (ALL)

1. You will receive 3 additional To Do items in your My Tasks:
   a. Update Your Name Pronunciation.
   b. Review Your Diploma Address.
   c. Add Your Diploma Name.

2. For each of these To Do items, review the green instructional text and complete any updates within Workday as needed.

3. Click Submit on the To Do item once complete to clear from your inbox.