

APPLY FOR PROGRAM COMPLETION

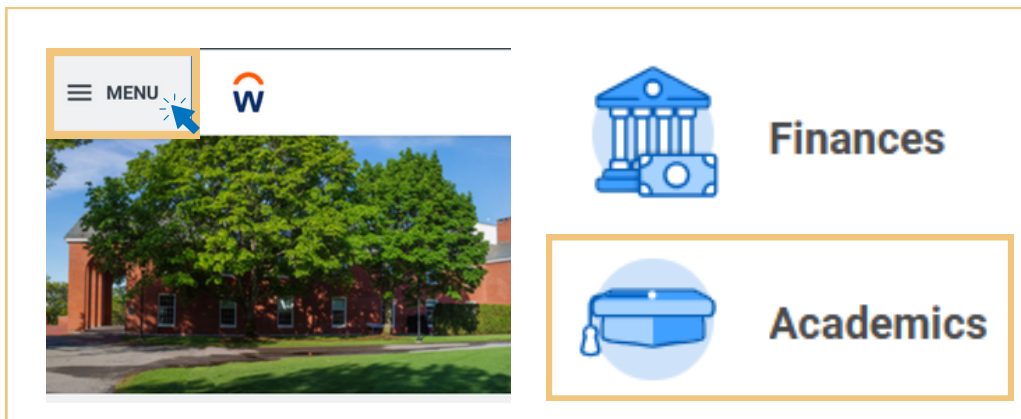
Workday is an evolving product. Each week large and small features are released. If you find this documentation different from the experience you have for this process, please let us know at ga_registrars_office@bentley.edu

How to Apply for Program Completion

Instructions for students entering their final semester that must apply for program completion in order to be considered for degree conferral.

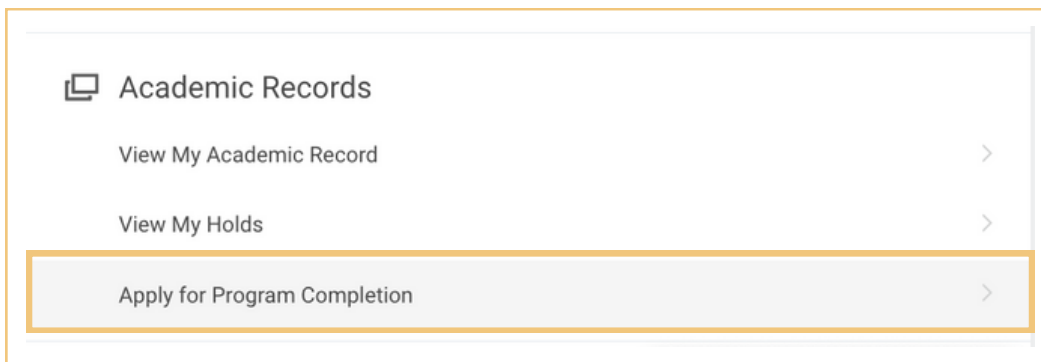
STEP 1

After logging into Workday, click on **Menu** and select **Academics**.



STEP 2

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



STEP 3

This will open your Program Completion Application. Check off the **Apply** box next to your degree, then update your expected completion date to match the graduation conferral date provided by the Registrar's Office. Once you enter the date for your primary program, it should automatically update for any additional programs of study.

Under the table, check off the **Confirm*** box and click **Submit**.

Apply for Program Completion

Academic Record * Falcon Flex (E) - Bentley University/Undergraduate (BS) - 03/13/2024 - Active

Name *

Address
United States of America

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.

4 items

Apply	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status
<input type="checkbox"/>	Actuarial Science Minor		<input type="text" value="12/29/2024"/>	In Progress
<input type="checkbox"/>	Modern Languages - Intermediate Japanese Minor		<input type="text" value="12/29/2024"/>	In Progress
<input checked="" type="checkbox"/>	Finance - BS	BS - Bachelor of Science	<input type="text" value="12/29/2024"/>	In Progress
<input type="checkbox"/>	Finance - Additional Major		<input type="text" value="12/29/2024"/>	In Progress

Confirm * ☒

enter your comment

STEP 5

You will be prompted to complete a **diploma questionnaire** in Workday, where you'll indicate how you'd like your name to appear on your degree and provide your preferred shipping address. If you navigate away from the page too quickly, you can still access the questionnaire in your **Task inbox** or you can manually initiate the task.

☆

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📄

Created: 04/16/2025

Complete To Do

Submit Diploma Questionnaire

⋮

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PDF

Overall Status

Successfully Completed

Due Date

Instructions

Now that you have applied for completion you must fill out the request titled **Registrar's Office Diploma Form** This is where you will provide your diploma information.

At the bottom of the request you will see a spot for comments or attachments. You do not need to put anything there.

If you have any questions please email registrar@bentley.edu

Create Request

STEP 6

To manually initiate the diploma questionnaire: Type **Create Request** in the Workday search bar.

Q Create Request

Create Request

Request Type *

Cancel

OK

STEP 7

For **Request Type***, click the bar and select **All** then select **Diploma Questionnaire**. You can also type Diploma Questionnaire directly into the bar.

The screenshot shows a 'Create Request' modal window. Inside, there's a 'Request Type' field with a dropdown menu. The dropdown is open, showing 'All' and 'Diploma Questionnaire'. The 'Diploma Questionnaire' option is selected. At the bottom right of the modal, there are 'Cancel' and 'OK' buttons.

STEP 8

Complete the diploma questionnaire then click **Submit**.

Note: Please carefully enter your Diploma Name, as this is **exactly** how your name will appear on your diploma. Be sure to review it thoroughly for any errors or misspellings before submitting.

The screenshot shows the 'Diploma Questionnaire' form. At the top, it says 'Diploma Questionnaire' with a printer icon. Below that, it says 'Please complete this form to confirm how your name should be printed on your diploma and where the diploma should be shipped. It is strongly recommended to have your diploma shipped to a U.S. address when possible.' There are three lines of text about shipping dates: 'Fall diplomas will be shipped late February.', 'Summer diplomas will be shipped in late October.', and 'Spring diplomas will be shipped in late June.' Below this is a text input field labeled 'Diploma Name (How do you want your name printed on your diploma) (Required)'. At the bottom, there's a question: 'Are you submitting this request for an undergraduate or graduate diploma? Please fill out a form request for each individual degree. (Required)'. At the bottom left, there are three buttons: 'Submit' (highlighted with an orange border), 'Save for Later', and 'Cancel'.