

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.

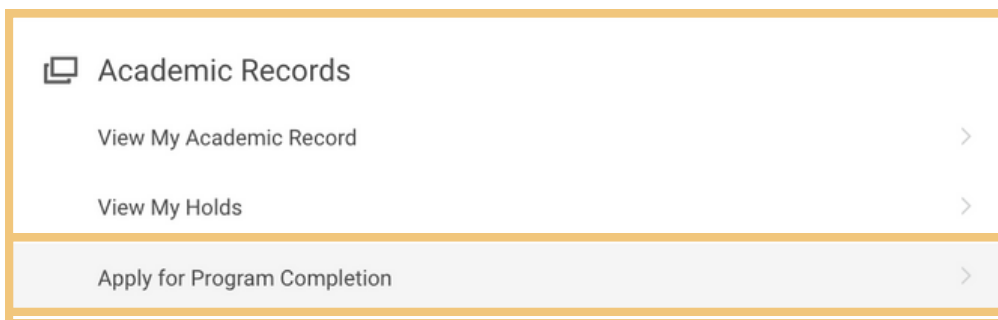
STEP 1

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 **Apply** next to your degree, then update your expected completion date to the graduation conferral date provided by the Registrar's Office. The date should update automatically for any additional programs of study once the primary program date is entered.

Apply for Program Completion

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

Name *

Address

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

STEP 4

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

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 Workday **Task** inbox or you can manually initiate the task.

☆ ⚙️ 📄 Created: 04/16/2025

Complete To Do [Submit Diploma Questionnaire](#) ⋮

📅 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.

Search bar: Create Request

Modal: Create Request

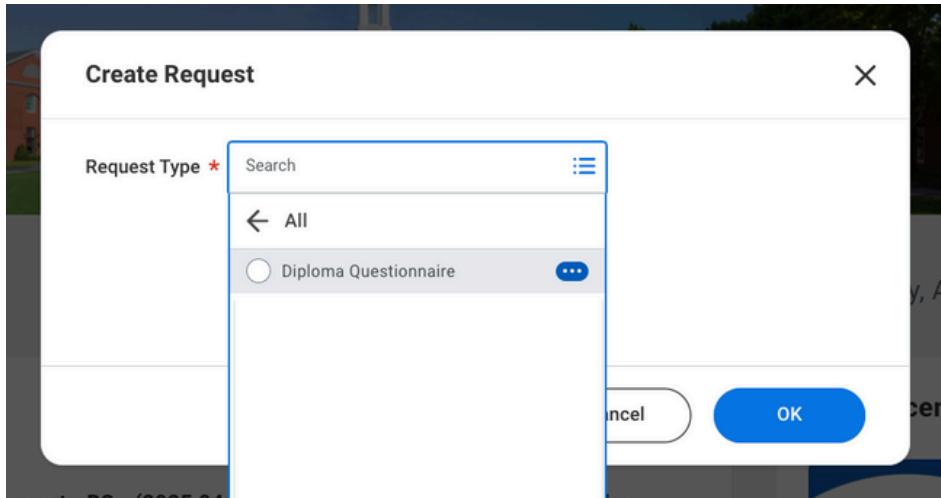
Request Type *

Buttons: Cancel, OK



STEP 7

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



STEP 8

Complete the diploma questionnaire and click **submit.**

Diploma Questionnaire 0/16

Diploma Questionnaire

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.

Fall diplomas will be shipped late February.
Summer diplomas will be shipped in late October.
Spring diplomas will be shipped in late June.

Diploma Name (How do you want your name printed on your diploma)
(Required)

Are you submitting this request for an undergraduate or graduate diploma? Please fill out a form request for each individual degree.
(Required)

Submit

Save for Later

Cancel