

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.

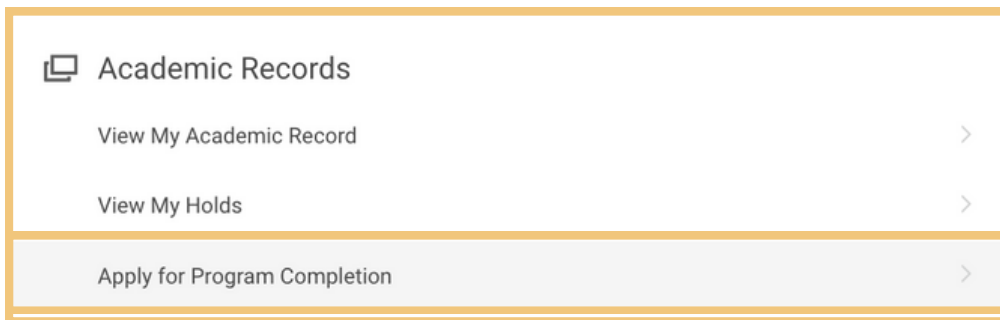
STEP 1

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
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		12/29/2024	In Progress
<input type="checkbox"/>	Modern Languages - Intermediate Japanese Minor		12/29/2024	In Progress
<input checked="" type="checkbox"/>	Finance - BS	BS - Bachelor of Science	12/29/2024	In Progress
<input type="checkbox"/>	Finance - Additional Major		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](#) 



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.

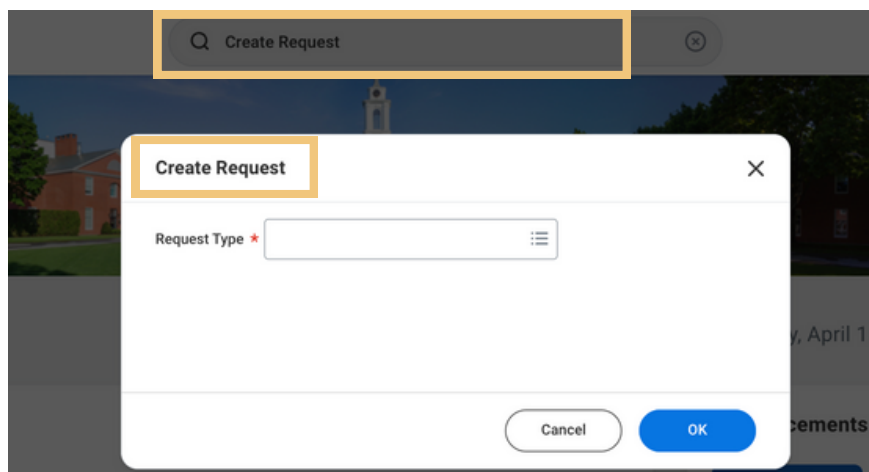
At the bottom of the request you will see a spot for comments or attachments. You do not need to put anything there.

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.



Create Request

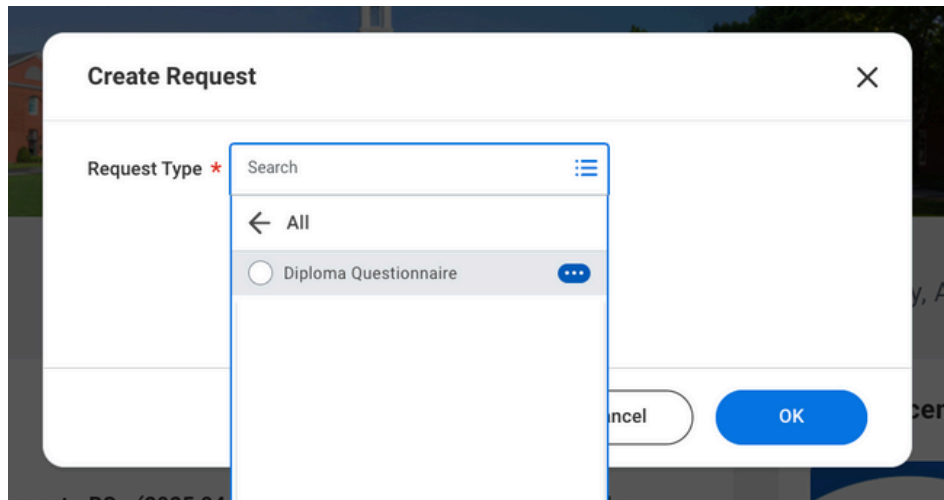
Create Request

Request Type *

Cancel OK

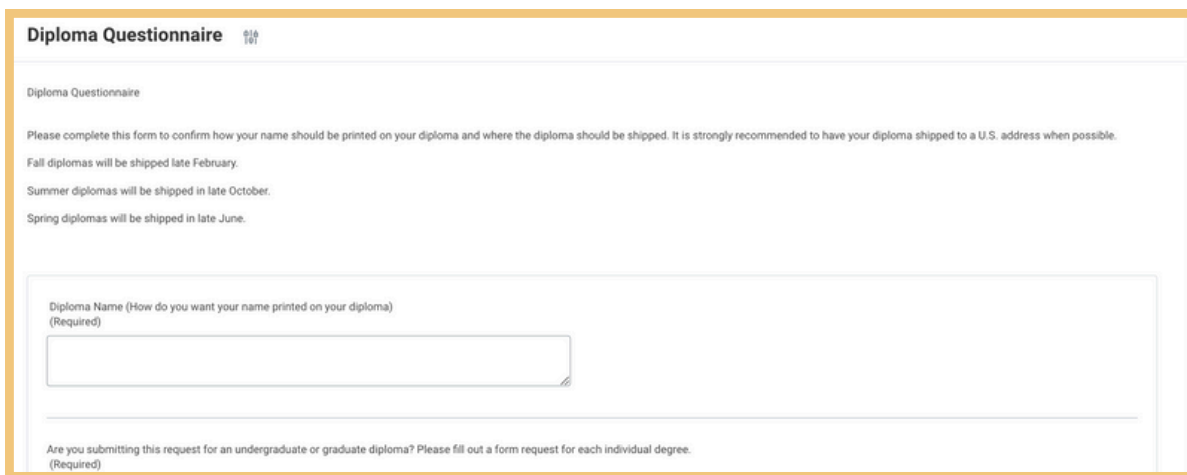
STEP 7

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**.



Submit

Save for Later

Cancel