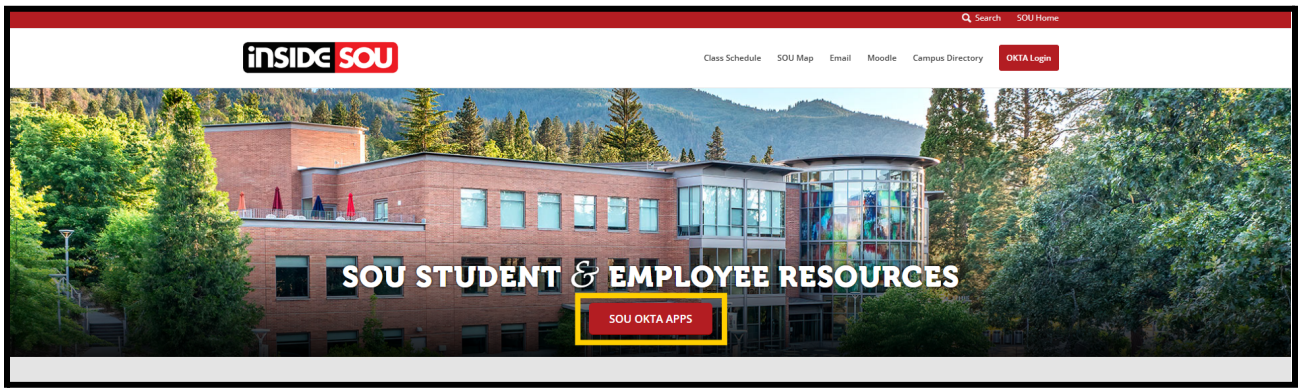
How to Apply for Graduation in Workday

This 11-step walkthrough explains how to apply for graduation in Workday. Navigation elements in the images are highlighted in yellow, and student information has been redacted in black.

Application periods and priority deadlines for each graduation term are listed on the Degrees & Graduation webpage. Applications **will be denied** if they are not submitted in the correct application processing timeframe.

Step 1

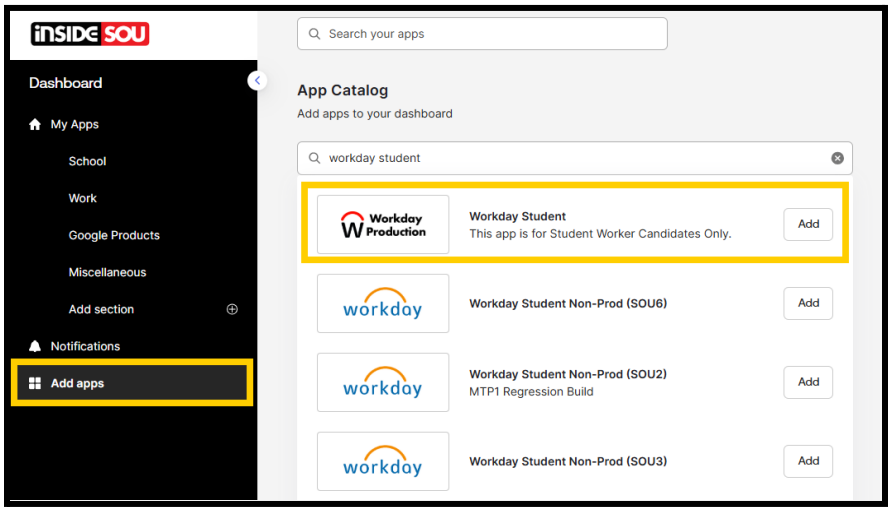
Navigate to inside.sou.edu and click on ***SOU OKTA Apps***.



Step 2

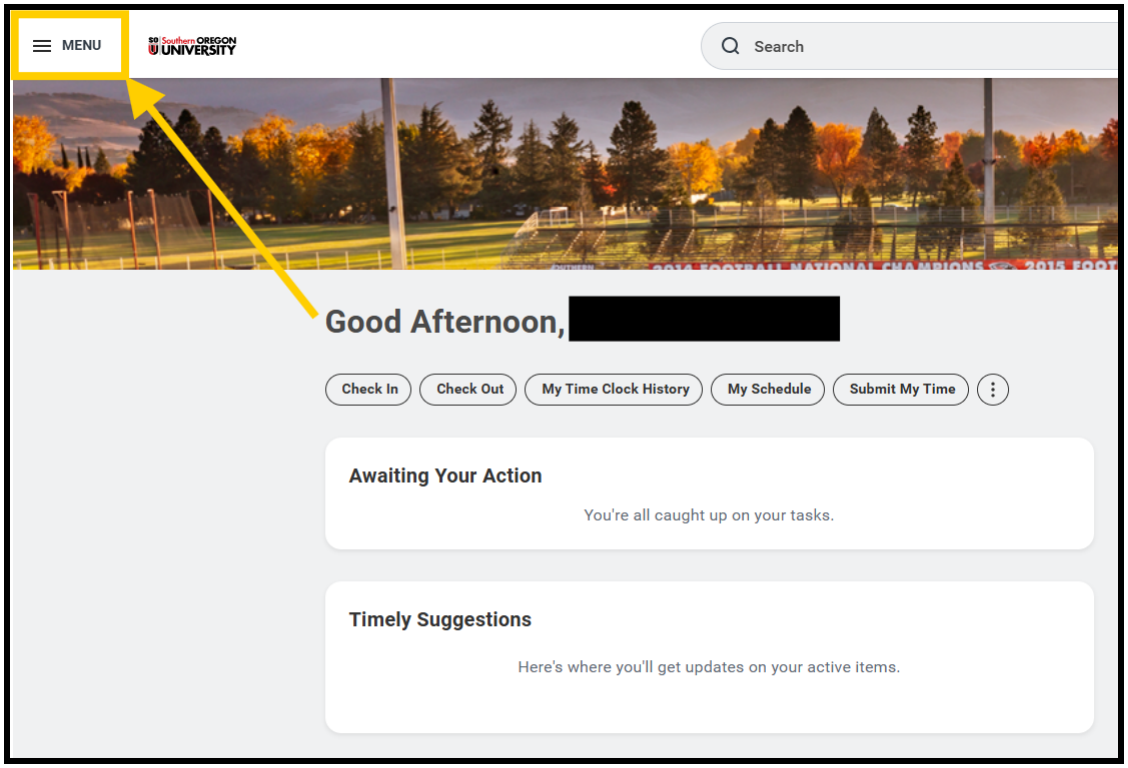
Open the ***Workday Student*** app. If the app is not showing under ***My Apps***, click on the ***Add Apps*** tab and search for "Workday Student." Add the application.

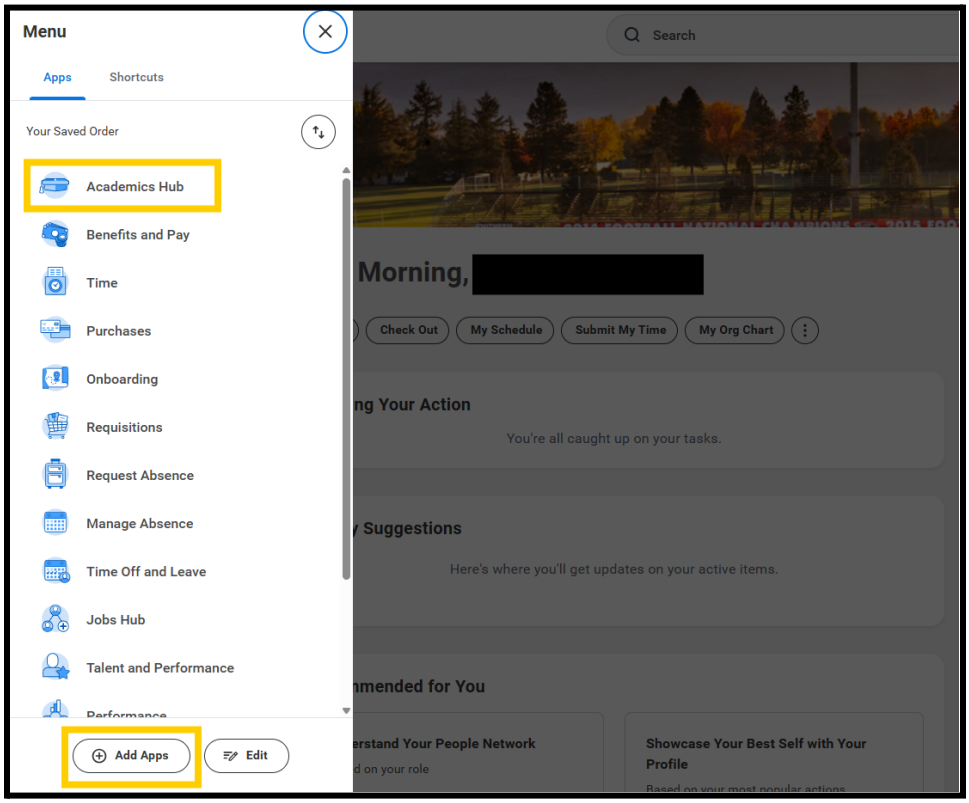




Step 3

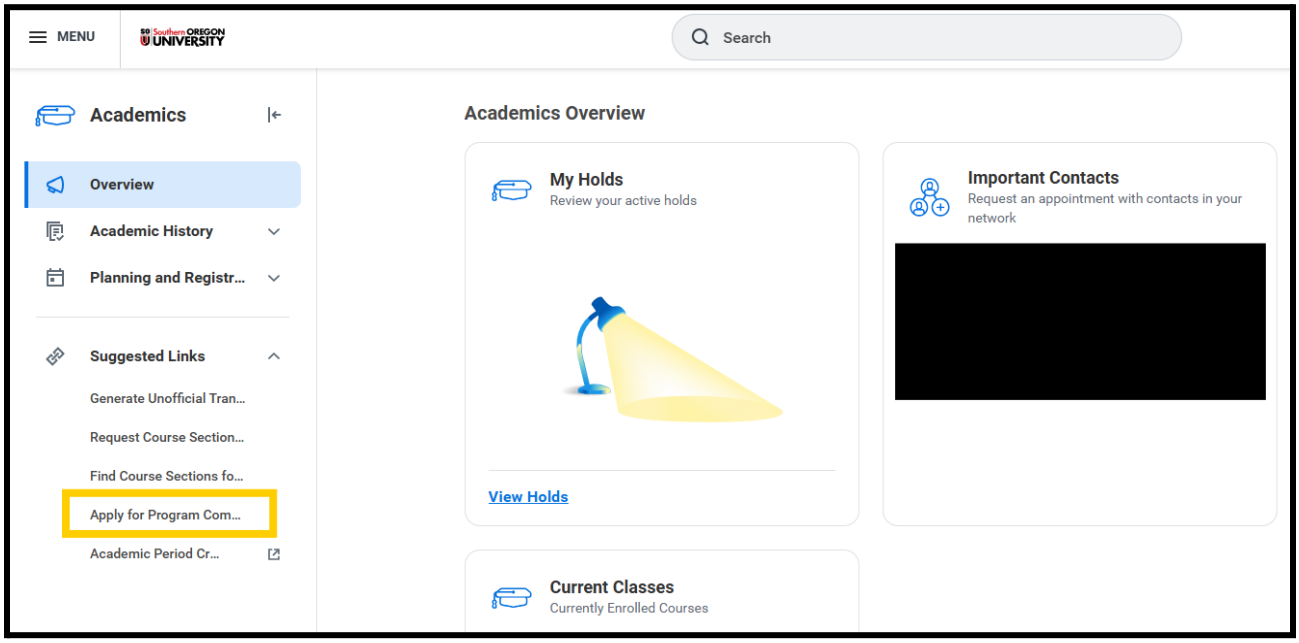
Navigate to the ***Academics Hub*** via the left side menu. Please note: the order of the menu items may differ, or you may have to add the ***Academics Hub*** app.





Step 4

Click ***Apply for Program Completion*** in the left side menu.

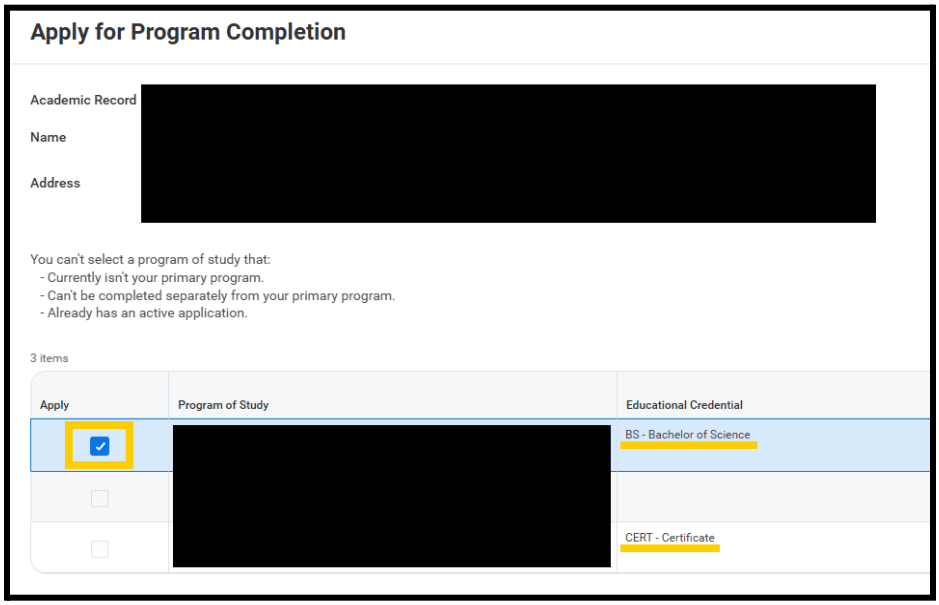


Step 5

Click the check box** of the ***Program of Study*** to be completed. Please note: concentrations, certificates, and minors are automatically attached to the primary ***Educational Credential*** block (i.e. your main degree: BS, BA, BFA, MS, etc.). **There is just ***ONE BOX*** to check for the primary ***Educational Credential***, and anything connected (minors, concentrations, and/or certificates) will automatically be included with your pending degree application.

If the curriculum displayed here is incorrect, please enter a comment in the ***Graduation Application Questionnaire*** mentioned in **Step 9** of these instructions.

Disclaimer: The name and address displayed on this screen are tied to your student profile and cannot be changed. There will be an opportunity later on to verify and update your diploma name and address if necessary.



Step 6

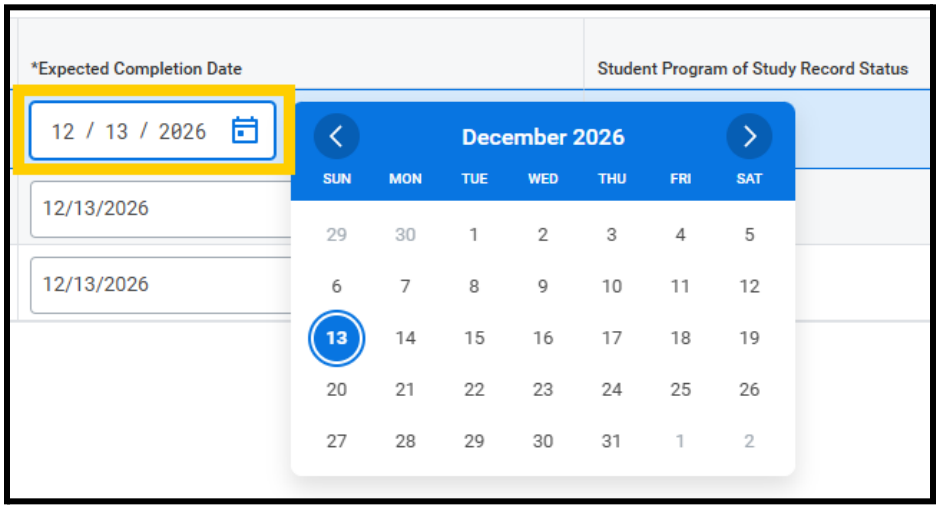
Ensure the ***Expected Completion Date*** matches the date listed below for your intended graduation term (e.g., If your intended graduation term is Fall 2026, your expected completion date should read 12/13/2026.).

Changing the graduation term of the primary degree should update all other program dates; if not, ensure all ***Expected Completion Dates*** are updated and match.

Be sure to **apply <u>before</u> the priority deadline** for quicker processing turnarounds and guaranteed access to graduation and degree related emails.

Applying after the priority deadline leads to longer processing delays and less time to fix degree deficiencies — **do not wait!**

Graduation Term	Expected Completion Date	When to Apply – Priority Deadline
Fall 2026	12 / 13 / 2026	NOW – **12/10/2026**
Winter 2027	03 / 21 / 2027	10/26/2026 – **12/10/2026**
Spring 2027	06 / 13 / 2027	01/04/2027 – **02/15/2027**
Summer 2027	09 / 19 / 2027	– Not yet accepting applications – *Will open with Summer registration dates, TBD*



Step 7

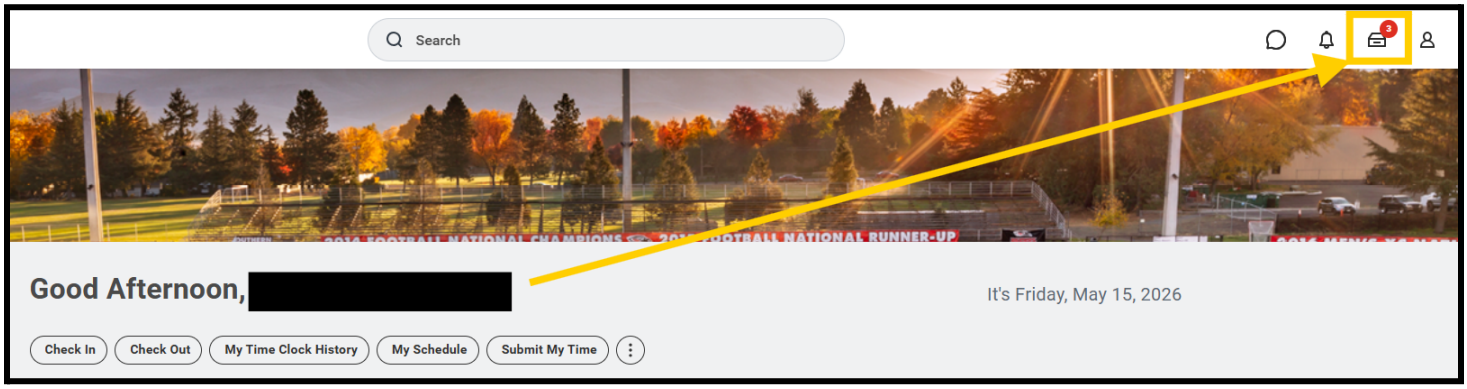
Click the ***Confirm*** check box, enter any comments, then ***Submit*** your graduation application.

Submitting your graduation application will generate a Workday task. **Your application is <u>not</u> done until the task is completed.**



Step 8

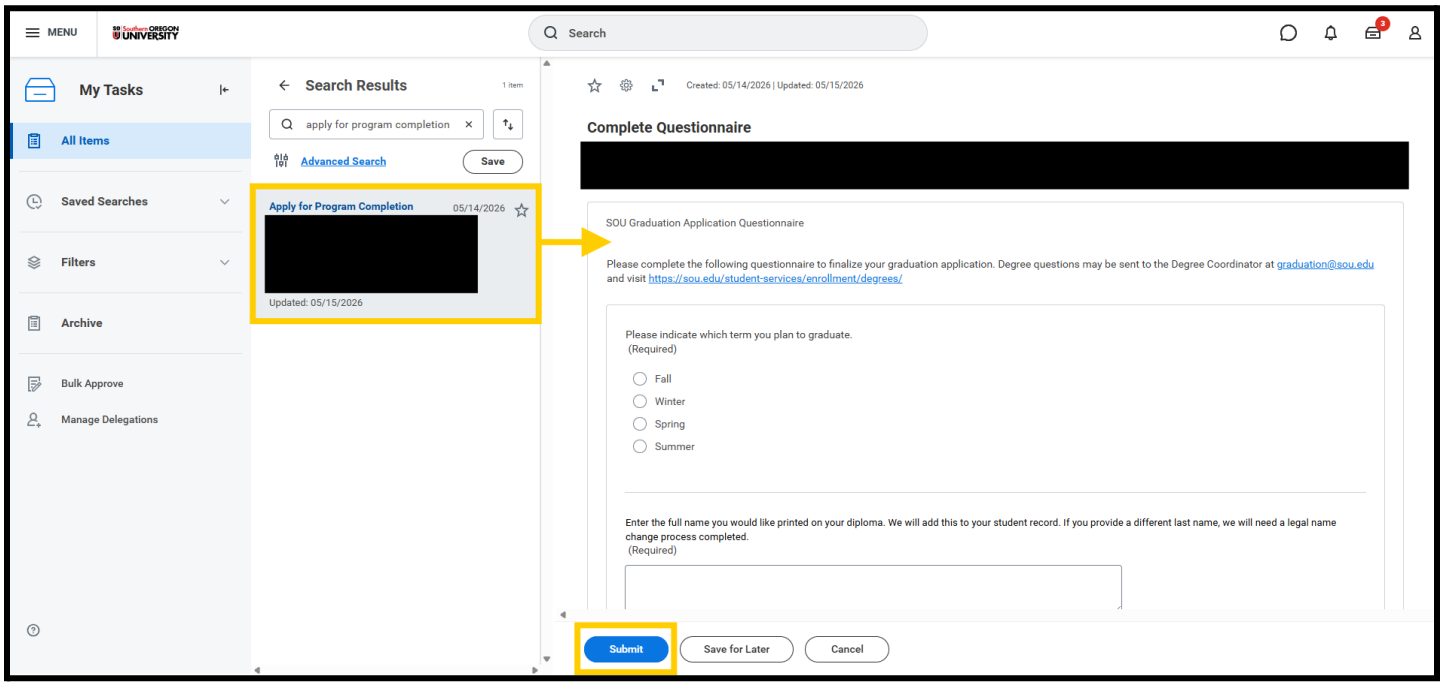
Navigate back to the home page, then click on ***My Tasks***.



Step 9

Complete the ***Graduation Application Questionnaire*** task. If you cannot find the questionnaire, search "Apply for Program Completion" in the ***My Tasks*** search bar. Ensure you answer all fields and understand the degree awarding process before submitting. Click ***Submit*** once all questions have been answered.

****If you do not complete this step, your application will be incomplete and <u>cannot</u> be processed.****



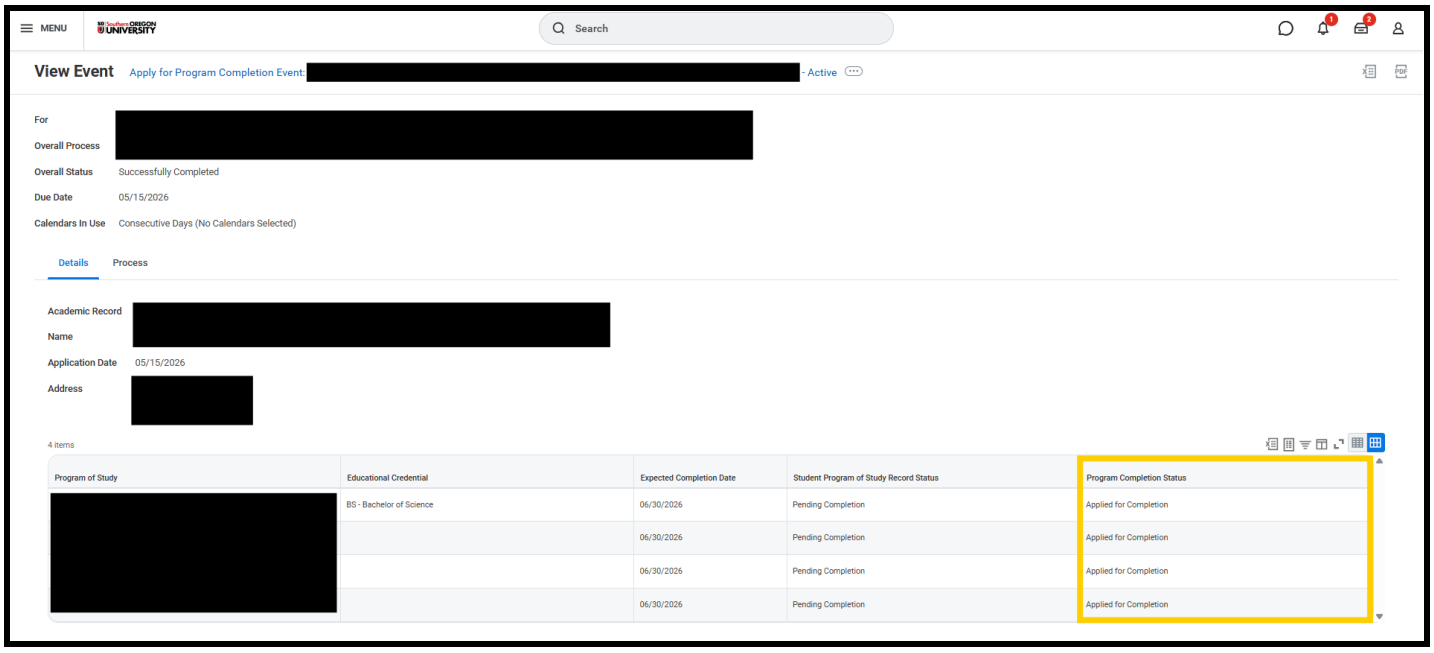
Step 10

Click on ***Notifications*** and locate the ***Apply for Program Completion Event*** notification. Filtering by "Unread" may help. Click the link next to ***Details***.



Step 11

Monitor the active graduation application. When the application has been processed, the ***Program Completion Status*** will update. Reference the table below for the different Program Completion Status meanings.



Program Completion Status	Meaning
Applied for Completion	The application has been submitted but **not yet processed**.
Evaluation Deferred	The application has been received and is **under review** by your Primary Faculty Advisor**.**
Approved for Completion	The application has been **approved** pending completion of registered and planned courses.
Denied	The application has been **denied**. The student will need to reapply (following these same steps) at a later date once degree deficiencies have been resolved.
Program Completed	The application has been **approved** and the degree has been **awarded**.

This concludes the graduation application process in Workday.

If there are any questions, please contact graduation@sou.edu.