

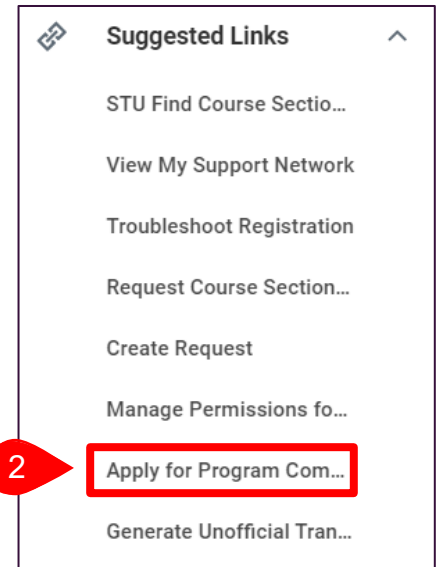
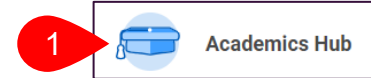
APPLY FOR PROGRAM COMPLETION

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.

Academic Record * Sally Student Management Studies/Undergraduate (BSBA) - 08/24/2020 - Active

Name *

Address 1234 5th Street
Boston, MA 02114-4000
United States of America

RSVP for Commencement

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.

2 Items

Apply	Program of Study	Educational Credential	*Expected Completion Date
<input checked="" type="checkbox"/>	Management Major BSBA	BSBA - Bachelor of Science in Business Administration	05/12/2024 <input type="text"/>
<input type="checkbox"/>	Arts Administration Minor		05/12/2024 <input type="text"/>

Confirm *

3

4

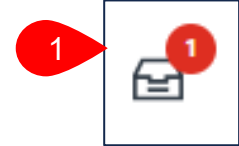
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6

QUESTIONNAIRE (LAW ONLY)

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**.



All Items 1 item

Created: 05/20/2024 | Due: 05/22/2024

Law Program Completion

'STU SR Program Completion (Law)' for Apply for Program Completion Event: [redacted] - Law School/Law (JD) - 08/24/2020 - Active

2 Program Completion: Abby [redacted] 05/20/2024 ☆
- Law School/Law (JD) - 08/24/2020 - Active
Due: 05/22/2024

3 Review and answer all the questions below in order to submit your Law application for program completion:

All law students attending the May commencement ceremony will receive 10 tickets. The ability to grant extra tickets will be subject to availability. Attendees will be notified via email if extra tickets are able to be granted and will be available during the designated commencement packet pickup period. Tickets cannot be mailed.

Do you need more than 10 tickets?
(Required)

Yes
 No

I have reviewed my Dissertation requirements
(Required)

Yes
 No

4 **Submit** Save for Later Cancel

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**.



All Items 1 item

☆ ⚙️ 🗨️ Created: 05/16/2024 | Due: 05/18/2024

🔍 Search: All Items

[Advanced Search](#)

Apply for Program Completion Event: 05/16/2024 ☆
Sally Student |
Management Studies/Undergraduate
(BSBA) - 08/24/2020 - Active
Due: 05/18/2024

Review Documents

Review Documents for Apply for Program Completion Event: Sally Student Management Studies/Undergraduate (BSBA) - 08/24/2020 - Active

Documents

Document **3** Confirmation Academic Progress Report

Signature Statement **4** Please click below to acknowledge that you have read the document and agree to the statement.

I Agree **5**

Comment

6

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.

1 All Items 3 items Created: 05/16/2024 | Due: 05/18/2024

Search: All Items

Advanced Search

a Update Your Name Pronunciation: 05/16/2024 ☆
Apply for Program Completion Event: Sally Student
Management Studies/Undergraduate (BSBA) - 08/24/2020 - Active
Due: 05/18/2024

b Review Your Diploma Address: Apply for Program Completion Event: Sally Student 05/16/2024 ☆
Management Studies/Undergraduate (BSBA) - 08/24/2020 - Active
Due: 05/18/2024

c Add Your Diploma Name: Apply for Program Completion Event: Sally Student 05/16/2024 ☆
Management Studies/Undergraduate (BSBA) - 08/24/2020 - Active

2 Complete To Do Update Your Name Pronunciation

For Sally Student - Management Studies/Undergraduate (BSBA) - 08/24/2020 - Active

Overall Process Apply for Program Completion Event: Sally Student - Management Studies/Undergraduate (BSBA) - 08/24/2020 - Active

Overall Status Successfully Completed

Due Date 05/30/2024

Instructions **Update your name pronunciation. This will support faculty instructors and graduation name readers.**
Once complete, to close the To Do task select Submit below.

Change My Name Pronunciation

3 Submit Save for Later Close