

Apply for Program Completion

There are two major parts for applying to graduate.

Step 1: **Apply in Workday**

Step 2: [Complete the Microsoft form.](#)

How to Apply in Workday

From any page in Workday:

1. Type **“Apply for Program Completion”** in the search bar at the top of the screen in Workday and press enter.

2. Launch the task by clicking on it.

3. Ensure that the correct academic record is selected at the top of the screen.
4. Check the box indicating the primary program of study.
5. Change the **Expected Completion Date**.
6. Click **Confirm**.
7. Click **Submit**. Once completed, the student has successfully applied to graduate in Workday.
8. Complete the [Microsoft form](#) for information to be included at commencement. (If you made a mistake, here are instructions for [How to Edit Your Response.](#))

Apply for Program Completion

Academic Record * Razorback Student University of Arkansas, Fayetteville - UAF | MGMT | Department of Management/Undergraduate (BSBA) - 10/20/2025 - Active

Name * x Razorback Student (Legal) ⋮

Address 123 Tusk Ave.
Hog Town, AR 72701
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.

2 items

Apply	Program of Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status
<input type="checkbox"/>	Marketing Minor		05/04/2026	In Progress
<input checked="" type="checkbox"/>	Organizational Management and Leadership Bachelor of Science in Business Administration	BSBA - Bachelor of Science in Business Administration	05/04/2026	In Progress

Confirm *

enter your comment

Enter date: 05/08/2026

Submit Cancel

Important Note: Student can only select their *primary* program for completion. Minors and concentrations cannot be selected.

Don't forget to [Complete the Microsoft Form](#) after you have applied in Workday. Made a mistake on the form? Here is a guide for [How to Edit Your Response.](#)

Have questions?
 Contact the Registrar's Office at 479-575-5451 or registra@uark.edu