

Overview


The purpose of this document is to outline components required to complete the online Update Expected Graduation Date form. The form is available to administrators via [Path Forms website](#).

1. Navigate to [Path Forms website](#)
2. Under *Academic Program Requests*, select the **Update Expected Graduation Date** form.

Financial Wellness @ Penn	Declare/Update Field of Study	Students	Request to declare or update your major, minor, or concentration.
SARS Offices	Certificate Request	Students	Request to add or drop an in-program certificate.
Contact Us	Max C.U. Increase	Students and Administrators	Request an increase to the number of credits for which you can register in a given term.
Events & Deadlines	Withdraw From a Course	Students	Request to withdraw from a course.
Path@Penn	Grade Mode Changes (Formerly Known as Grade Type)	Students	Request to change a course to pass/fail or to standard grading options.
	Internal Transfer/Dual Degree	Students and Administrators	Students: Request to separate from a dual-degree program. Administrators: Submit a request on behalf of a traditional undergraduate for an internal transfer or dual-degree program.
	Drops Below Required Enrollment	ISSS Administrators	ISSS administrators can submit a request to update a F1 or J1 visa student's minimum CUs.
	Non-Course Requirements	Administrators	Record required academic benchmarks for non-PhD, non-EdD, non-MBEEd, and non-Professional Masters students.
	Update Expected Graduation Date	Administrators	Update the graduation date for any active program on a student's record.

3. Enter in one of the following student data elements: name, PennID, or email address
4. Select the student from the dropdown
5. Select **Confirm This Selection**

Update Expected Graduation Date Request



Who should use this form? School administrators
 Purpose: This form allows you to update a student's expected graduation date.
 Next steps: Upon submission, the new expected graduation date will automatically update on the student's record.
 Question? For technical assistance with this form, please email pathatpenn@gobox.upenn.edu.

➤ **CONFIRM THIS SELECTION**

Find the Student

Search by name, Penn ID, or email address

➤ **CONFIRM THIS SELECTION**

6. Under the *Request* block, select the **New Expected Graduation Term** from the drop down menu for the desired program(s).

Request

New Expected Graduation Term

Degree

Major

Current Expected Graduation Term

7. Click, **Submit Form**.

➤ **SUBMIT FORM**