

# How to Withdraw Graduation Application

## Instructions:

1. After withdrawing your graduation application, MS and PhD students (including those graduating *In Absentia*) must do the following in the next graduation application cycle: (a) [request another graduation audit](#); and (b) [reapply for graduation](#) (after an Advisor makes you eligible to apply for graduation). MS students must [resubmit a revised final degree plan](#).
2. **If MS Thesis-Option or PhD student**, email your MS Thesis Advisor/PhD Advisor regarding why you need to withdraw your graduation application and when you intend to graduate. Wait for a feedback. Forward the email chain and email the request to withdraw your graduation application to [ecegradprogram@utdallas.edu](mailto:ecegradprogram@utdallas.edu). (See step 4 for Email Template).
3. **If MS Non-Thesis student**, email the request to withdraw your graduation application to [ecegradprogram@utdallas.edu](mailto:ecegradprogram@utdallas.edu). (See step 4 for Email Template).

## 4. Email Template

Subject: Withdraw Graduation Application for (Semester & Year) (Name)

To whom it may concern:

Please withdraw my graduation application for (Semester & Year). In the next graduation application cycle (Semester & Year), I will request another graduation audit and reapply for graduation/apply for *In Absentia* graduation

Reason: (Choose the appropriate option below)

- My MS thesis/PhD dissertation is not ready for final oral examination
- I am unable to meet the thesis/dissertation final copy submission deadline
- I dropped a course /all my courses and will not be able to meet the required minimum credit hours to graduate

Detailed Explanation:

- Explain further why your MS thesis or PhD dissertation is not ready for final oral examination or why the final copy cannot be submitted within the specified deadline; or
- Provide reason(s) why you dropped a course/all your courses

Thank you.

Respectfully

Name

UTD ID Number