



# How to Withdraw Graduation Application

## Instructions:

1. To withdraw your graduation application, send an email to [ecegradprogram@utdallas.edu](mailto:ecegradprogram@utdallas.edu) (No need to cc advisors)
2. MS and PhD students must resubmit the [request for graduation audit online form](#), and reapply for graduation (after an Advisor makes you eligible to apply for graduation). MS students must submit a [revised final degree plan](#).
3. Email Template

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

To whom it may concern:

Please withdraw my graduation application for (Semester & Year). I would like to apply for graduation in (Semester & Year).

Reason: Provide detailed explanation as to why your MS thesis or PhD dissertation is not ready for final oral examination or why the final copy cannot be submitted on time.

Thank you.

Respectfully

Name

UTD ID Number