

# Withdraw Graduation Application

Students who wish to withdraw their graduation application for their program or certificate can submit this form.

## Student Information

myUTSA ID: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

## Term Information

Indicate which term you want to withdraw your Application for Graduation (select only one):

December (Fall)     
  Spring (May)     
  Summer (August)     
 Year: \_\_\_\_\_

## Program Information

Indicate which program(s) you want to withdraw your Application for Graduation (select all that apply):

Bachelor's     
  Master's     
  Doctorate     
  Certificate

## Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statement:

- I acknowledge that I must [reapply for graduation](#).

## Student Acknowledgement

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submit this Form

### Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select "Registrar"
- **Term:** Select Applicable Term
- **Category:** Select "Graduation Forms"
- **Category 2:** Select "Graduation"
- **Document:** Select "Request to Withdraw Graduation Application"

Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.

**Disclaimer:** With a few exceptions, you are entitled on your request to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.