Mechanical Engineering
Graduation Guide

In the semester a student intends to graduate, there are several important deadlines they must meet and fees that are to be paid. Students should check the Office of Graduate Education website and the University Registrar's website for these deadlines and fees.

All students:

o **Enroll** in a graduate level course at UTD. Students must be registered in at least three credit hours in their final semester.

o Email megrad@utdallas.edu for a **final degree audit** to ensure that all necessary coursework to graduate has been completed. Your status will need to be changed to "eligible to graduate" in Galaxy/Orion.

o Satisfy all **incomplete grades**. Check with your program office to be certain any necessary grade change forms have been received by the Records Office.

o Check for any **holds** that may be on your student account.

o **Verify concentration area** (subplan) is correct. Email megrad@utdallas.edu if the correct concentration area is not visible in Galaxy.

o Fill out the **Application for Graduation** online through Galaxy by the deadline listed on the Academic Calendar.

o Check your **UT Dallas email** on a regular basis. You will receive all correspondence regarding graduation and commencement there.

o If you realize you are not going to meet the requirements to graduate, email megrad@utdallas.edu to **withdraw your graduation application.**

o If requirements are not met for graduation, students must **reapply** in the following semester.

Master's Thesis and Doctoral Candidates:

o Refer to the Preparation of Dissertation and Thesis page on The Office of Graduate Education website.

o If following the Priority Deadline: complete all requirements by the posted priority deadlines; request a graduation audit; once made eligible to graduate, apply for graduation; pay $100 fee when billed after Census Day.