



Submitting a Withdraw Graduation Application Advisor Initiated

Advisors may submit a Withdraw Graduation Application form on behalf of a student who may not be able to submit it on their own. The form will process right after submission and does not require any approval. The student will receive an email once the request has been processed.

1. Sign in with your Mason credentials

[Withdraw Graduation Application – Advisor Initiated](#)

2. Enter the Student's G#

*- BANNER ID

LOOKUP

3. Review the student's degree information

Ensure the student, term, and degree program are correct. If you receive an error, this means the student does not have an active graduation application to withdraw.

4. Submit the form

The student will receive a confirmation email that the submission has been processed. Your name will be included as the original submitter on the workflow case and the PDF that's uploaded to Xtender/BDM.