



APPLICATION FOR GRADUATION - SPRING 2023

CLEARLY PRINT your name (using upper and lower case letters) EXACTLY as you wish it to appear on your certificate.

First Middle Name OR Initial (optional) Last

WIN (Washburn ID number) Current program/Instructor

Current Address (if different than what is on record your address will be updated and your certificate mailed to this address)

High School (if currently attending):

Hometown Newspaper (if you would like your name to appear):

You are not a candidate for completion until this form is on file in Student Services. This form MUST be received by March 10, 2023. Submit this form to jennifer.ewing@washburn.edu

Your name will appear in the spring "Commencement Program" and newspapers concerning graduation with completion of this form. If you do not wish your name to appear in these publications, please contact the Student Records Administrator jennifer.ewing@washburn.edu or 785.670.3355 to find out how to opt-out.

Responsibility of the Student: It is my responsibility to know and to fulfill program requirements. If questions arise, I will contact my advisor in Student Services. I will notify Student Services promptly of any change of name, address, student status, or expected date of completion. Accurate address information must be on file with Student Services in order to receive commencement information and later your program certificate.

Washburn Tech will issue certificates to students who meet all program requirements as of the last day of each Fall, Spring or Summer term. All work not completed (i.e., incomplete grades, failed courses) by the last day of the semester indicated above may result in a later completion date.

Certificates and transcripts will be released AFTER your student account is paid in full.

Certificates and transcripts will be available to students within 4-6 weeks after the end of the semester and will be mailed.

Caps, Gowns and Tassels will be available to purchase at the Washburn University Ichabod Shop on the Tech campus beginning this April 3, 2023 for \$37.11 with tax. Caps or tassels may be purchased separately if borrowing a gown. Payments may be made by cash, credit card or check but cannot be charged to student accounts. You may contact the Ichabod Shop at 785.670.3410 to learn days and hours of operation. To participate in graduation ceremonies you must wear cap and gown as issued. Please purchase regalia by Tuesday, May 3rd if you plan to participate in graduation.

Student Signature Date

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michelle White-Godinet, Title IX Equal Opportunity Director, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu.