

Date November 1, 2023

To Candidates for Graduation, Washburn University, Institute of Technology

From Steven Bryant-Collier, Associate Dean and Director, Student Services

Subject **Commencement Ceremony, 7 PM, Thursday, December 14, 2023**

Congratulations! You are invited to the Washburn University, Institute of Technology graduation ceremony on Thursday, December 14, 2023, at 7:00 PM, in Lee Arena which is located in the Petro Allied Health Center on the Washburn University campus. (See attached map for specific locations on campus). If you have family or friends who are unable to attend the ceremony, but want to view the ceremony, a live stream will be available. To access that, a link will be provided on the home page of Washburn Tech's website. (www.washburntech.edu)

Please report to Lee Arena no later than 6:20 PM on December 14. There will be no rehearsal. However, staff will be available to greet and direct you and your program instructor(s) will be present to help. Plan to arrive on time to receive direction from your instructor. Let your guests know that doors to Lee Arena will open an hour prior to the ceremony. Reserved seating is set aside for graduates and Washburn Tech staff. Guests may sit anywhere that isn't reserved.

As part of the commencement ceremony, recognition will be given to the students inducted into the National Technical Honor Society and SkillsUSA medalists.

To participate in the commencement ceremony, you must wear the regulation graduation regalia including gown, cap, and tassel. The regalia may be purchased in the Washburn Tech bookstore beginning November 1, 2023. Payment may be made by cash, credit card, or check but cannot be charged to student accounts. For questions regarding purchasing regalia contact the Washburn Tech Bookstore at 785-670-3410.

The south entrance of the Petro building (by the swimming pool) has ground level access, is ADA accessible, and has accessible parking. ADA accessible seating is available in Lee Arena. If accommodations are needed or if you have any questions about accessibility, please contact Student Services at 785-670-2200 or tech.studentservices@washburn.edu.

Submit requests for accommodations two weeks in advance of graduation to allow time for arrangements.

Please Note: You will be given a diploma cover at the ceremony; only students attending the ceremony will receive diploma covers. Certificates and final transcripts will be available approximately 6-8 weeks after the end of the semester. After final grades are entered, a review is conducted of all student records. To earn a certificate, you must achieve a cumulative Grade Point Average of 2.0 or better, achieve grades of "C" or better in all courses within your technical program sequence, and maintain the attendance rate required in your program. All financial obligations must be met prior to the release of certificates or transcripts.

If you have questions, please contact Student Services at 785-670-2200.

Enclosures: Washburn University Campus Map with Available Parking Lots Noted