



APPLICATION FOR GRADUATION

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. Submit this form to jennifer.ewing@washburn.edu

Your name will appear in the "Commencement Program" and newspapers concerning graduation with completion of this form for either spring or fall. 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.

Student Signature _____ **Date** _____

Washburn Institute of Technology prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave, Topeka, KS 66621, 785.670.1509, eodirector@washburn.edu