FALL 2016 COMMENCEMENT
(UNDERGRADUATE, GRADUATE, AND SCHOOL OF LAW)
FRIDAY, DECEMBER 16, 2016
6:30 P.M.
LEE ARENA – PETRO ALLIED HEALTH CENTER

IMPORTANT DATES
- September 9 – Deadline to submit Application for Graduation
- October 28 – Deadline to pre-order graduate degree regalia (cap/gown/hood)
- November 15 – December 9 – Undergraduate regalia (cap/gown) can be purchased in the Ichabod Shop

APPLICATION FOR GRADUATION ~ (EXCEPT FOR SCHOOL OF LAW)
(On the Student Academics Tab in MyWashburn, select “Apply to Graduate” in the left column.)
DEADLINE: SEPTEMBER 9, 2016
- Fall 2016 candidates may participate in the Fall Commencement ceremonies. (Please see the note below if an exception to participate in the May 2017 ceremony is required.)
- Undergraduate candidates expecting to complete degree requirements must submit a completed Application for Graduation to the University Registrar’s Office on or before the September 9, 2016 deadline.
- Graduate candidates should check with their program director to determine if degree requirements have been met, and must also have a completed Application for Graduation on file with the University Registrar’s Office by September 9, 2016.

IMPORTANT: An application must be on file for the fall commencement ceremonies or a candidate’s name will not appear in the program and ceremony instructions will not be mailed to them. It is the candidate’s responsibility to see that all the necessary paperwork is completed in a timely manner.

School of Law fall candidates will find degree audit and commencement information at www.washburnlaw.edu/commencement. For questions about the completion of graduation requirements, contact Donna Haverkamp (donna.haverkamp@washburn.edu or 785/670-1661), and for questions relating to the ceremony, regalia, and other commencement events, contact Gwyn Nelson (gwyn.nelson@washburn.edu or 785/670-2460).

NOTE: Fall undergraduate and graduate candidates who wish to request an exception to participate in the May 2017 ceremony – send a request to janet.schneider@washburn.edu and include WIN, name (as it is to appear in the printed program), degree, mailing address (for after December), personal email address, and reason for requesting an exception. The request will be reviewed and responded to as quickly as possible. Written requests can also be sent to Academic Scheduling and Commencement Services, Washburn University, 1700 SW College, Topeka, KS 66621.

CAP AND GOWN (Regalia)
Graduate Degree Candidates: Ordering information will be online at ichabodshop.com by September 6, 2016. Your cap, gown, and hood (academic regalia) must be pre-ordered online or in person by October 28, 2016 (additional shipping charges will apply after this date).
Undergraduate Degree Candidates: Cap and gown (academic regalia) may be purchased and picked up in the Ichabod Shop on or after November 15, 2016 (academic regalia is not pre-ordered). Please pick up your regalia prior to December 9, 2016.
Questions regarding academic regalia, announcements, and rings should be directed to the Ichabod Shop at (785) 670-1931 or ichabodshop.com.

♦ ACCESSIBILITY CONCERNS ♦
Persons with disabilities needing assistance in the Commencement ceremony should contact Kim Sturgeon, Student Services, (785) 670-1629, or student-services@washburn.edu at least two (2) weeks prior to the ceremony.
LATIN HONORS (Bachelor’s degrees only)
Candidates for degree will receive an email sometime between mid-September through mid-November, sent by the auditors in the University Registrar’s Office to your MyWashburn account, indicating graduation eligibility and projected Latin Honors. University policy is to use the lower of either the overall grade point average or the Washburn only GPA in calculating Latin Honors. Any concerns about Latin Honors must be addressed before the evening of the Commencement ceremony. Issues regarding Latin Honors will not be addressed when students pick up their name cards prior to the ceremony. If you do not receive an email by mid-November, or if you have any questions, contact the auditors at audits@washburn.edu (do not contact the Academic Scheduling and Commencement Services Office). Latin Honor cords (Summa Cum Laude, Magna Cum Laude, Cum Laude) are distributed when you pick up your name card in Petro 125 the evening of the ceremony. LATIN HONOR CORDS DO NOT APPLY AND WILL NOT BE DISTRIBUTED TO CANDIDATES RECEIVING AN ASSOCIATE’S OR GRADUATE DEGREE.

WTE MEDALLIONS / VETERANS’ HONOR CORDS
Candidates who have completed one or more of the Washburn Transformational Experiences (WTE) or have qualified for veterans’ honor cords can pick up their medallion(s)/honor cords from the appropriate Director’s office prior to the day of the ceremony – medallions/veterans’ honor cords will NOT be handed out the day of the ceremony. Medallions and honor cords can and should be worn during your ceremony. Contact the appropriate WTE: Director’s office or Mabee Library if you have any questions (see contact information at the bottom of this page).

REQUESTING A TRANSCRIPT
Students may learn of the different requesting options at washburn.edu/registrar. Select “Transcript Request” and follow the instructions. Students wishing to order transcripts in person may fill out a Transcript Request Form in the Student One Stop (Morgan Hall 101). The cost is $8.00 per transcript. Be certain to mark “Hold for Degree Statement” if you wish to have that information on your transcript. If you request a transcript before the posting of degrees and that category is not marked, it will be processed without your degree. When requesting a transcript by mail, please provide your printed name, your signature, your student identification number (WIN) or Social Security Number (SSN), dates of attendance, the number of copies requested, the mailing address for each copy, and $8.00 per copy. Transcripts will not be provided for students with financial and other unmet obligations to the University. If you have any questions regarding transcript requests, you may call (785) 670-2162.

OBTAINING A DIPLOMA
Diplomas may be picked up in the Student One Stop, Morgan Hall 101, during regular business hours. Fall 2016 graduates may pick up their diplomas approximately two months following commencement. Photo identification must be presented to obtain your diploma. Students may have diplomas mailed by completing the diploma-mailing request form in the Student One Stop. The fee for mailing a diploma is $7.00. The Diploma Mailing Request form is located at washburn.edu/registrar. Diplomas are not issued if the student has outstanding financial obligations to the University.

ADDITIONAL INFORMATION AND INSTRUCTIONS REGARDING THE COMMENCEMENT CEREMONIES
WILL BE MAILED ON OR ABOUT NOVEMBER 16, 2016
TO ALL UNDERGRADUATE AND GRADUATE CANDIDATES WHO HAVE
FILED AN APPLICATION FOR DEGREE AND HAVE RECEIVED CLEARANCE TO WALK IN THE CEREMONY.

MAKE SURE YOUR ADDRESS IS CORRECT IN MyWASHBURN!
Log in to MyWashburn (my.washburn.edu)
Select the Student Academics Tab
Select Update Your Address Information under "University Registrar Links" in the Registration and Academic Information box

FOR ADDITIONAL DETAILS AND UPDATES, VISIT OUR WEB SITE AT
washburn.edu/commencement

Please contact the following for specific questions:

ACADEMIC RECORD
University Registrar’s Office (857) 670-1584 or 1578
(Processing of Application for Graduation and Latin Honors)
admits@washburn.edu

RINGS, CAPS AND GOWNS,
Icchabod Shop (785) 670-1931
ANNOUNCEMENTS
ichabodshop.com

COMMENCEMENT
Academic Scheduling & Commencement Services Office (785) 670-1310
CEREMONY ONLY
washburn.edu/commencement or janet.schneider@washburn.edu

VETERANS’ HONOR CORDS/
Mabee Library (785) 670-1485
WTE MEDALLIONS
Community Service – Benton Hall 405 (785) 670-1950
(Contact the appropriate
International Education – International House (785) 670-1051
Director’s Office)
Leadership – Benton Hall 408 (785) 670-2001
Must be picked up by December 15
Scholarly or Creative – Henderson Hall 211 (785) 670-1566

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