

APPLICATION FOR DEGREE

Washburn University

Print this form, complete requested information, and return it to Washburn University at the address or fax number at the bottom of this form.

CLEARLY PRINT your name in ***upper and lower case*** exactly as you wish it to appear on your diploma. A middle initial will show a period only if you clearly mark it on the line below.

First Middle (optional) Last

Indicate name on permanent record if different than above _____

Student ID Number (WIN) _____ E-Mail Address _____

Catalog Year _____

Degree (circle degree from the list below):

Associate: AA AS AAS
Bachelor: BA BAS BBA B-Ed BFA BHS BIS BLS BM BPA BS BSCJ BSN BSW
Graduate: MA MBA MCJ MEd MLS MSN MSW

Major: 1. _____ 2. _____

Emphasis: a. _____ (If applicable)
b. _____

Emphasis: a. _____ (If applicable)
b. _____

Completing Degree: Fall 20 _____ Spring 20 _____ Summer 20 _____

Unless you indicate in the box below, your name will appear in the "Commencement Program" and newspapers concerning graduation.

Please indicate with an "X" and provide your signature to withhold your name from being published.

Do NOT publish my name in the Commencement Program and newspapers.

Student Signature _____

READ CAREFULLY

- c You are not a candidate for degree until this "Application for Degree" form is on file in the University Registrar's Office.
- c If degree requirements **are not met** in the semester indicated above, a new "Application for Degree" form must be filed in the University Registrar's Office.
- c Responsibility of Student: It is my responsibility to know and to fulfill degree requirements as described in the university catalog. I will notify the University Registrar's Office promptly of any change of name, address, degree, major, or expected date of completion. **New address information must be filed in the University Registrar's Office to receive commencement information.** Please submit the Change of Address Form.
- c The University confers degrees three times a year to students who have met all requirements as of the last day of final examinations for each semester/term: fall semester, spring semester, and summer term. The specific dates are listed in the Academic Calendar for each semester/term. All work not completed (i.e., incomplete grades, transfer work, etc.) by the last day of finals of the semester/term that you have indicated above will result in a later graduation date. Graduation exercises are held in the Fall and in the Spring. If you plan to earn your degree in the Summer, you may participate in the Spring Commencement if your Application for Degree form is filed by the appropriate time. See the Academic Calendar for Spring.

Phone: Home () _____ Work () _____

Student Signature: _____ Date: _____

Mail to: Office of the University Registrar, Washburn University, 1700 S.W. College Ave., Topeka, KS. 66621
Fax to: (785) 670-1104

