

WASHBURN TECH UNIVERSITY

Date: October 6, 2025

To: Candidates for Graduation, Washburn University Institute of Technology

From: Office of Student Life, Washburn University Institute of Technology

Subject: **Commencement Ceremony, 6:00 p.m., Thursday, December 11, 2025.**

Congratulations! You are invited to participate in the **Washburn University Institute of Technology Graduation Ceremony on Thursday, December 11, 2025, at 6:00 p.m.** in **Lee Arena**, located in the Petro Allied Health Center on the Washburn University campus. Please see the attached campus map for specific locations.

For family and friends unable to attend in person, the ceremony will be **livestreamed**. A viewing link will be available on the Washburn Commencement website (washburn.edu/commencement).

Arrival Instructions

Graduates must report to Lee Arena by **5:30 p.m.** on December 11. There will be no rehearsal, but staff will be present to greet and direct you and program instructors will be available to assist. Guests may enter Lee Arena beginning at **5:00 p.m.** Reserved seating will be designated for graduates and Washburn Tech staff; all other seating is open.

Special Recognitions

As part of the ceremony, students inducted into the **National Technical Honor Society** and **SkillsUSA medalists** will be recognized.

Regalia

Graduation regalia (gown, cap, and tassel) is required for participation. Regalia will be available for purchase in the Washburn Tech Ichabod Shop beginning **October 30, 2025**. On that day, the Ichabod Shop will host a **Grad Fair from 10:00 a.m. – 2:00 p.m.** in the Conference Center at the McPherson Campus. Payment can be made by cash, credit card, or check (student accounts cannot be charged). For regalia questions, please contact the Ichabod Shop at **785-670-3410**.

Accessibility

The south entrance of Petro (by the swimming pool) provides ground-level, ADA-accessible entry and parking. ADA seating is available in Lee Arena. For accessibility questions, please contact the Washburn Tech Student Life Office at **785-670-3316**.

Diplomas and Certificates

At the ceremony, graduates will receive a **diploma cover**. Please note that only students attending the ceremony will receive covers. Certificates and final transcripts will be available approximately **6–8 weeks** after the semester ends, following a review of all student records. To earn a certificate, students must:

- Achieve a cumulative GPA of 2.0 or higher
- Earn grades of “C” or better in all technical program courses
- Meet the attendance requirements of their program
- Fulfill all financial obligations to the university

If you have any questions, please contact the **Washburn Tech Student Life Office at 785-670-3316**.

Enclosure: Washburn University campus map with available parking lots noted