

SPRING 2017 COMMENCEMENT

(EXCEPT FOR SCHOOL OF LAW)

SATURDAY, MAY 13, 2017

LEE ARENA – PETRO ALLIED HEALTH CENTER

9:30 A.M.

School of Applied Studies

12:30 P.M.

College of Arts & Sciences

3:30 P.M.

School of Business
School of Nursing

(SEE PAGE 3 IF YOU NEED ASSISTANCE IN DETERMINING THE APPROPRIATE CEREMONY TO ATTEND)

IMPORTANT DATES

February 3 – Deadline to Submit *Application for Graduation*

March 30 – GRAD FAIR

March 31 – Deadline to pre-order graduate degree regalia (cap/gown/hood)

April 4 – May 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: FEBRUARY 3, 2017

Spring and Summer 2017 candidates may participate in the Spring Commencement ceremonies. (Please see the note below if an exception to participate in the December 2017 ceremony is required.)

Undergraduate degree candidates expecting to complete degree requirements must submit a completed *Application for Graduation* to the University Registrar’s Office on or before the **February 3, 2017** deadline.

Graduate degree 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 **February 3, 2017**.

IMPORTANT: An application must be on file for the spring 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.

NOTE: Spring and Summer undergraduate and graduate candidates who wish to *request an exception to participate in the December 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 May), **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.

GRAD FAIR

MARCH 30, 2017

9:30 A.M. – 6:00 P.M.

WASHBURN ROOM – MEMORIAL UNION

Your One Stop Shop for your graduation needs!

Check out the Specials on Bachelor’s/Associate’s Regalia, Diploma Frames, and other items!

- **Purchase your academic regalia (cap, gown, tassel)**
Regalia can also be purchased in the Ichabod Shop after April 4, 2017 for undergraduate candidates.
- **Purchase diploma frames**
- **Order graduation announcements and class rings**
- **Get information** about the Spring 2017 Commencement Ceremonies, becoming Alumni, and more!

Please visit the Ichabod Shop website at ichabodshop.com or contact the Ichabod Shop at (785) 670-2665 for questions regarding graduation announcements or academic apparel.

◆ ACCESSIBILITY CONCERNS ◆

Persons with disabilities needing assistance in the Commencement ceremony should contact University Diversity & Inclusion, (785) 670-1629, or diversity.inclusion@washburn.edu **at least two (2) weeks prior** to the ceremony.

CAP AND GOWN (*Regalia*)

Graduate Degree Candidates: Ordering information will be online at ichabodshop.com by **February 10, 2017**. Your cap, gown, and hood (academic regalia) must be **pre-ordered online or in person by the Grad Fair on March 30, 2017** (*additional shipping charges will apply after this date*).

Undergraduate Degree Candidates: Cap and gown (academic regalia) may be purchased and picked up at the **Grad Fair (March 30)** or in the Ichabod Shop **on or after March 31, 2017** (academic regalia is **not** pre-ordered). **Please pick up your regalia prior to May 9, 2017**

Questions regarding academic regalia, announcements, and rings should be directed to the Ichabod Shop at (785) 670-2665 or ichabodshop.com.

LATIN HONORS (Bachelor's degrees only)

Candidates for degree will receive an **email** sometime between mid-February through mid-April, 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 day of the Commencement ceremonies.** Issues regarding Latin Honors will not be addressed when students pick up their name cards prior to the ceremonies. **If you do not receive an email by mid-April, 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 day of your ceremony. **LATIN HONOR CORDS DO NOT APPLY AND WILL NOT BE DISTRIBUTED TO CANDIDATES RECEIVING AN ASSOCIATE'S OR MASTER'S DEGREE.**

WTE MEDALLIONS

Candidates who have completed one or more of the Washburn Transformational Experiences (WTE) can **pick up their medallion(s) from the appropriate WTE Director's office prior to the day of the ceremony** – medallions will **not** be handed out the day of the ceremony. Medallions can and should be worn during your ceremony. *Contact the appropriate WTE Director's office 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 102). 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 102, during regular business hours. Spring 2016 graduates may pick up their diplomas approximately two months following commencement. Summer 2016 graduate diplomas are normally available in October. 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 an undergraduate or master's diploma is \$5.00 if mailed to a U.S. address, and \$10.00 if mailed to a location outside of the United States. The fee for mailing a Law diploma is \$15.00 if mailed to a U.S. address, and \$20.00 if mailed to a location outside of the United States. **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 APRIL 7, 2017

TO ALL UNDERGRADUATE AND MASTER'S 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 (Processing of Application for Graduation and Latin Honors)	University Registrar's Office audits@washburn.edu	(785) 670-1584 or 1578
RINGS, CAPS AND GOWNS, ANNOUNCEMENTS	Ichabod Shop ichabodshop.com	(785) 670-2665
COMMENCEMENT CEREMONY ONLY	Academic Scheduling & Commencement Services Office washburn.edu/commencement or janet.schneider@washburn.edu	(785) 670-1310
WTE MEDALLIONS (Contact the appropriate Director's Office) <i>Must be picked up by May 13</i>	Community Service – Benton Hall 405 International Education – International House Leadership – Benton Hall 408 Scholarly or Creative – Henderson Hall 211	(785) 670-1950 (785) 670-1051 (785) 670-2001 (785) 670-1566

9:30 A.M. CEREMONY

SCHOOL OF APPLIED STUDIES

- **MASTER OF ARTS IN HUMAN SERVICES (MA)**
- **MASTER OF CRIMINAL JUSTICE (MCJ)**
- **MASTER OF HEALTH SCIENCE (MHS)**
 - Health Care Education
- **MASTER OF SOCIAL WORK (MSW)**
- **BACHELOR OF APPLIED SCIENCE (BAS)**
 - Human Services
 - Technology Administration
- **BACHELOR OF HEALTH SCIENCE (BHS)**
 - Clinical Laboratory Science
 - Health Services Administration
 - Medical Imaging
- **BACHELOR OF LEGAL STUDIES (BLS)**
- **BACHELOR OF SCIENCE IN CRIMINAL JUSTICE (BSCJ)**
 - Corrections
 - Forensic Investigation
 - Law Enforcement
 - Security Administration
- **BACHELOR OF SOCIAL WORK (BSW)**
- **ASSOCIATE OF ARTS (AA)**
 - Criminal Justice
 - Culinary Arts
 - Design Technology
 - Human Services
 - Legal Studies
 - Office Administration
- **ASSOCIATE OF APPLIED SCIENCE (AAS)**
 - Design Technology
 - Human Services
 - Industrial Technology
- **ASSOCIATE OF SCIENCE (AS)**
 - Design Technology
 - Health Information Technology
 - Industrial Technology
 - Occupational Therapy Assistant
 - Physical Therapist Assistant
 - Radiologic Technology
 - Respiratory Therapy
 - Surgical Technology

12:30 P.M. CEREMONY

COLLEGE OF ARTS & SCIENCES

- **MASTER OF ARTS (MA)**
- **MASTER OF EDUCATION (MEd)**
- **MASTER OF LIBERAL STUDIES (MLS)**
- **BACHELOR OF ARTS (BA)**
 - Anthropology
 - Art
 - Art History
 - Biochemistry
 - Biology
 - Chemistry
 - Communication
 - Computer Information Science
 - Economics
 - English
 - Environmental Biology
 - French
 - German
 - History
 - Kinesiology
 - Mass Media
 - Mathematics
 - Music
 - Philosophy

12:30 P.M. CEREMONY (continued)

COLLEGE OF ARTS & SCIENCES

- **BACHELOR OF ARTS (BA) (continued)**
 - Physics
 - Political Science
 - Psychology
 - Religious Studies
 - Sociology
 - Spanish
 - Theatre
- **BACHELOR OF FINE ARTS (BFA)**
 - Art
 - Art with Teacher Licensure
- **BACHELOR OF EDUCATION (B.Ed.)**
 - Elementary Education
 - Physical Education
- **BACHELOR OF INTEGRATED STUDIES (BIS)**
- **BACHELOR OF MUSIC (BM)**
 - Music Education
 - Music Performance
- **BACHELOR OF PUBLIC ADMINISTRATION (BPA)**
- **BACHELOR OF SCIENCE (BS)**
 - Athletic Training
 - Biochemistry
 - Biology
 - Chemistry
 - Computational Physics
 - Computer Information Science
 - Environmental Biology
 - Forensic Chemical Science
 - General Science
 - Mathematics
 - Molecular Biology and Biotechnology
 - Physics
- **ASSOCIATE OF ARTS (AA)**
 - Computer Information Science
 - Early Childhood Education
 - Humanities and Creative Performing Arts
 - Laboratory Science
 - Natural Sciences and Mathematics
- **ASSOCIATE OF LIBERAL STUDIES (ALS)**
- **ASSOCIATE OF SCIENCE (AS)**
 - Engineering-Physics

3:30 P.M. CEREMONY

SCHOOL OF BUSINESS

- **MASTER OF ACCOUNTANCY (MAcc)**
- **MASTER OF BUSINESS ADMINISTRATION (MBA)**
- **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**
 - Accounting
 - Economics
 - Entrepreneurship and Innovation
 - Finance
 - General Business
 - International Business
 - Management
 - Marketing

SCHOOL OF NURSING

- **DOCTOR OF NURSING PRACTICE (DNP)**
- **MASTER OF SCIENCE IN NURSING (MSN)**
- **BACHELOR OF SCIENCE IN NURSING (BSN)**