

**APPLICATION FOR CERTIFICATE AND/OR ASSOCIATE OF APPLIED SCIENCE**

Washburn Institute of Technology

Complete requested information and return form to Student Services.

**CLEARLY PRINT** your name (using upper and lower case letters) **EXACTLY** as you wish it to appear on your certificate/degree.

First \_\_\_\_\_ Middle Name **OR** Initial (optional) \_\_\_\_\_ Last \_\_\_\_\_

Washburn ID Number (WIN) \_\_\_\_\_ Program: \_\_\_\_\_

Completion Expected: Fall of 20 \_\_\_\_\_ Spring of 20 \_\_\_\_\_ Summer of 20 \_\_\_\_\_

Completion of:  Certificate  Associate of Applied Science (Check all that apply)

Do you plan to walk in the graduation ceremony?  YES  NO

**Please make sure Student Services has your current address on file!**

Your name will appear in the "Commencement Program" and newspapers concerning graduation with completion of this form by March 3, 2017.

If you **DO NOT** wish your name to appear in these publications, please contact Student Services to find out how to opt-out.

**Please read carefully!**

- You are not a candidate for completion until this form is on file in Student Services.
- If graduation requirements **are not met** in the semester indicated above, this completed form will be destroyed and a new form will need to be submitted to student services for the semester of completion.
- **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.
- Washburn Tech will issue certificates/degrees to students who meet all program requirements as of the last day of each Fall and Spring term. All work not completed (i.e., incomplete grades) by the last day of the semester indicated above may result in a later completion date.
- Certificates and transcripts will be available to students within 6-8 weeks after the end of the semester, and will be mailed.
- In order for certificates and transcripts to be released, your student accounts must be paid **in full**.

Phone: ( ) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: Washburn Tech, Student Services, 5724 SW Huntoon Ave., Topeka, KS 66604 Fax: (785) 273-7080

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, Kansas 66621, 785.670.1509, eodirector@washburn.edu