

## Commencement Regalia Approval Form

**To be completed by the Department**

The Student Organization, Honor Society / Department Discipline Honor Program must be currently registered and in good standing with the University.

View current approved regalia for nationally recognized KSU registered organizations here: [Commencement website](#).

Registered Student Organizations, Honor Societies or departments desiring to add or make a change to the regalia item (stole, cords, pin, etc. indicative of their respective society) worn during commencement, must complete the below steps. Submit the form at least ninety (90) days prior to the upcoming graduation ceremony to the Office of the Registrar in the Enrollment Services Division: [mrichar5@kennesaw.edu](mailto:mrichar5@kennesaw.edu).

**1. Name of Student Organization Honor Society / Department Discipline Honor Program to be represented**

(as it would appear in Commencement Program):

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**2. Is it nationally recognized? YES  NO**

Link to National Website:
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**3. List the requested regalia item (cord, tassel, ribbon, pin, etc.) and the associated color(s):**

NOTE: Non-nationally recognized programs/organizations will only have the option of wearing a pin on the lapel of the graduation gown (pin dimension: quarter-size maximum).

Regalia Item:	Color(s):
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**4. Describe the purpose/mission of the Registered Student Organization Honor Society / Department Discipline Honor Program and why it is important for this regalia item to be worn by student members:**

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**5. KSU Faculty/Staff Contact Information (Organization Sponsor/Representative)**

Name:	KSU Email:	Phone:
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**6. Dean Approval:**

Name:	Signature:
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***Decision will be emailed to the contact via the KSU email.***

**For Office Use Only:**

<b>Approved</b>	<b>Not Approved</b>
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Updates to Commencement:

Website   
 Program

Provost Signature:	Date:
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Comments:
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