

**Commencement Regalia Additions/Changes Approval Form**

Registered Student Organization Honor Societies or academic departments desiring to add or make a change to the regalia item (stole, cords, or pin indicative of their respective society) worn during commencement, must complete the following steps at least ninety (90) days prior to the upcoming graduation ceremony.

- Check to see if the Student Organization Honor Society/ Department Discipline Honor Program is registered and has approved regalia by visiting: <http://commencement.kennesaw.edu/candidates/honors.php>.  
If registered, with no additions or changes, no action is required.  
To register your honor society, please contact your department or Student Life.
- The Student Organization Honor Society / Department Discipline Honor Program must be currently registered and in good standing with the University.
- Complete the below application and submit to the appropriate office:  
 For an **Academic** Department Discipline Honor Program:  
 Submit form electronically to the Office of AVP for Enrollment Services: [cgillam@kennesaw.edu](mailto:cgillam@kennesaw.edu)  
 For **Non-Academic**, Registered Student Organization Honor Society:  
 Submit form electronically to the Office of Student Affairs: [barthur@kennesaw.edu](mailto:barthur@kennesaw.edu)
- Decision will be emailed to the applicant via the KSU email.

1. Name of Registered Student Organization Honor Society / Department Discipline Honor Program to be represented (as it would appear in Commencement Program):

2. Link to National Website:

3. List the regalia item you would like students to wear (stole, cord, or pin) and the associated color(s):

Regalia (Stole, Cord, or Pin):	Color(s):
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4. Please 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:

5. Contact Information

Name:	KSU Email:	Phone:
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**For Office Use Only:**

Date Received:

<b>Approved</b>	<input type="checkbox"/>
<b>Not Approved</b>	<input type="checkbox"/>

Signature:	Date:
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Comments:

Send Approved Form to: [cgillam@kennesaw.edu](mailto:cgillam@kennesaw.edu)    Graduation Website:     Commencement Program: