



Commencement Accessory Request form 4.1.016B

- Cords signify veteran's status, academic achievement as defined by MSOE's Dean's and Honors List policy, membership in other honor societies, or service to the university.
- Pins are worn to recognize an achievement.
- Stoles are worn to acknowledge achievement or membership in approved honors societies, student organizations, or identity groups.

This form must be submitted to the Commencement Coordinator by **April 1 for May commencement** and by **November 1 for December commencement**. Approval may take up to three weeks. It is the responsibility of the sponsoring group to procure accessory in time for commencement.

The request will be reviewed by the Executive Educational Council (EEC) typically within two weeks of receipt. If approved, the group will be added to the list of approved Commencement Accessories and will have a description added to the commencement program.

Date of Request	
Group/Organization name	
Contact name	
Role with Group	
Contact email	
Type of accessory (stole, pin, cord)	
Description of accessory	
Purpose/significance of accessory	
Specific conditions or standards for earning accessory	
Description of how the group will procure, purchase, and distribute the accessory. How will the cost be covered?	