

## **Guidelines for Requesting Cords and Stoles for Commencement**

### **A. CONTEXT**

The recognition of academic excellence and significant achievement is a central value of the commencement ceremony. Honor cords and stoles serve as visible symbols of these accomplishments. To preserve the integrity, meaning, and academic influence of commencement, all cords and stoles worn during the ceremony must be approved through an institutional review process. This process ensures that such regalia reflects officially recognized academic, leadership, service, or co-curricular distinctions.

**Final approval for any cord or stole to be worn at commencement must be granted by the Provost or designee.**

### **B. PROPOSAL SUBMISSION AND REVIEW PROCESS**

Requests to wear honor cords or stoles may originate from academic departments, colleges, administrative units, or student organizations. All proposals should be submitted through the appropriate academic or administrative channels and must include:

- A description of the purpose and significance of the recognition
- Criteria for student eligibility (i.e. club membership, GPA)
- A description of the cord or stole (color, design, and any insignia)
- An estimate of the number of students who would be eligible for the recognition
- How and by whom the cords/stoles will be distributed

Note that the following are not suitable for a cord or stole:

- Majors, minors or other degree designations are not suitable for a cord or stole.
- Non-Wentworth-recognized student clubs or organizations

While not every group is eligible for recognition, small pins and tam decorations are other creative ways to celebrate an affinity/identity.

Requests will be approved or rejected within 5 business days of a completed submission.

### **C. REVIEW PATHWAYS**

#### **a. Academic and Administrative Units**

Proposals should be submitted to the appropriate department chair, college dean, or unit head. Once approved, the proposal is forwarded to the Provost/Vice President for Academic Affairs for final approval.

- Acceptable groups for recognition: Honors societies

#### **b. Student Organizations**

- If affiliated with an academic department or college, the proposal should follow the same process as above.

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Provost and Executive Vice President for Academic Affairs

- If not affiliated with an academic unit, the student organization should submit the proposal to its faculty/staff advisor. Upon their approval, the request will be reviewed by the Vice Provost, who will then submit it to the Provost/Vice President for Academic Affairs for final approval.

#### **D. APPROVED ITEMS**

Approved honor cords will be purchased by University Events and distributed during the cap and gown distribution. Lists will be submitted no later than 6 weeks prior to the distribution day.

Approved stoles will be purchased and maintained by the sponsoring group/organization. The group will be responsible for distribution at least one day prior to the commencement ceremony.