
APPLIES TO: College faculty not in possession of academic attire

ISSUED: February 24, 2022

KEYWORDS: graduation, regalia

EFFECTIVE: February 24, 2022

PURPOSE:

To define and describe the process for acquisition of graduation regalia for faculty not in possession of academic attire.

DEFINITION OF TERMS IN THIS POLICY:

POLICY DETAILS:

The College Administration will purchase academic attire (hood, gown, and cap) for those faculty not in possession of academic attire. Faculty are requested to keep this attire in a safe place for use at all official school functions.

Faculty members who have been approved in advance by their respective Dean may purchase on an amortization basis regalia to use at commencement and other academic occasions. The regalia may be ordered through the Dean of Academic Affairs' office or the faculty member can purchase themselves and submit on an expense report. If a faculty member submits an expense report, the reimbursement will be for the total cost of the regalia (including shipping, etc.), up to the amount listed below. A faculty member for whom the regalia has been purchased, will own the regalia after two (2) years of subsequent amortized service at the college. Should a faculty member leave before the period of amortization is up, he/she is to pay the unamortized portion in full.

Reimbursement:

Bachelors:	Up to \$275
Masters:	Up to \$375
Doctoral:	Up to \$575

RESOURCES/REFERENCES:

Related KHN Policy:	N/A
Maintained by:	Office of the Academic Dean

HISTORY OF REVISION:

Original date:	Faculty Handbook 2014-2015
Revision dates:	February 24, 2022