

## UNTD Employee Commencement Cord Request

On behalf of the Staff Council, UNT Dallas employees who are also graduating from UNT Dallas have the opportunity to wear the UNT Dallas Staff Commencement Cord when participating in the commencement ceremony. The cord is a combination of one green and one blue cord. Any person directly, and currently, employed by UNT Dallas who is graduating with a degree from UNT Dallas can request to wear the cord. The cord is presented at no cost to full-time staff on behalf of the Staff Council. For student employees, the cord can be purchased by the student or the student's supervising department. It is up to the discretion of the supervising department whether the cord is paid for by the department or by the student.

We thank you for your service to UNT Dallas, and congratulate you on your outstanding academic achievement!

### Instructions

#### **Full-time Staff:**

1. Complete this form.
2. Obtain your department supervisor's signature.
3. Submit the signed form to [Graduation@untdallas.edu](mailto:Graduation@untdallas.edu) to request your cord.

#### **Student Employees:**

1. Complete this form.
2. Obtain your department supervisor's signature.
3. Submit this form to your department's purchasing designee and submit to [Graduation@untdallas.edu](mailto:Graduation@untdallas.edu) to request your cord.

### Employee Information

EMPLID: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Last First M.I.

Job Title: \_\_\_\_\_

Part Time       Full Time       Student Employee

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

### Approval

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Temporary employees must request approval from their supervising department to be eligible.

\*\*Former employees are not eligible.