

Office of the Registrar

Please refer to the Requesting and Maintaining KSIS Student Groups Webpage and follow the steps before submitting this form. The creation of a student group can be a large commitment for a unit/department as the majority of student groups cannot be automated and are manually maintained by the unit/department requesting the group.

Submit the Student Group Creation Request the Office of the Registrar at registrar@ksu.edu and the form will be forwarded to the Academic Technology unit for review and approval.

Requestor Information:

Academic Department/Unit: _____

Requestor Name: _____ Email: _____

Student Group Name: _____

Description(s):

Long Description: _____
Limited to 30 Characters

Short Description: _____
Limited to 10 Characters

Effective Date: _____ Effective Term: _____

Create New Code Inactivate Existing Code

Student Group Code (inactivation's only) _____

Justification for Student Group Creation/Inactivation of Code:

Department/Unit Head Signature: _____ Date: _____

Dean/VP Office Review:

Dean or VP/Designee Name: _____
(printed)

Dean or VP/Designee Signature: _____ Date: _____