

# Prom 2026 FAQs

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## 1. What do I need to know about the Prom travel form?

- a. Every residential student who attends Prom must have a form on file.
- b. You can find the form at: <https://academy.bsu.edu/prom/>
- c. **Forms CAN be called in to the front desk in the same manner as a gold form.** Our phone number is 765-285-8123.
- d. You may also mail the form, scan a copy, or turn it in at the Academy front desk. Scanned forms should be e-mailed to [victoria.kingdom@bsu.edu](mailto:victoria.kingdom@bsu.edu) and [jenna.kroeger@bsu.edu](mailto:jenna.kroeger@bsu.edu). If you are mailing the form, here is how you should address your envelope:  
The Indiana Academy, Wagoner Hall  
Attn. Victoria Kingdom or Jenna Kroeger  
301 N. Talley Ave.  
Muncie, IN 47306
- e. An Academy staff member will call you to verify your student's travel form before Prom.

## 2. How do I know which option to choose on the travel form?

- a. Academy Transportation: Your student is only walking or taking Academy-provided transportation for the entire evening. Your student will spend the night in the residence hall.
- b. Day Travel: Your student will be riding in a non-Academy vehicle at some point during the day. Your student will use Academy transportation if attending After Prom and will spend the night in the residence hall.
- c. Overnight: Your student will not spend the night in the residence hall.
- d. NECP or Homestay International: Your student is in the Non-resident Early College Program or is a Homestay International student. You are not required to have a prom travel form on file. Your student is welcome to travel between Wagoner Hall and After Prom via the provided shuttle if needed.

## 3. When is the travel form due?

- a. **The travel form is due no later than Thursday, April 30<sup>th</sup>.** All forms received after **April 30<sup>th</sup>** that cannot be verified/confirmed, will NOT be enacted and will revert to previous permission. If no previous permission has been received and verified, the student's Prom plans will revert to Academy Transportation only.

## 4. Useful info about the travel form options:

- a. Academy Transportation:
  1. Students will use provided shuttle if they attend After Prom.
- b. Day Travel:
  1. Academy students may drive other Academy students as long as they all have an approved travel form on file.
  2. If your student is in possession of a vehicle, they must turn in their keys to the Academy front desk immediately following Prom (**NO LATER THAN 11:30 PM.**) **Student cannot have keys in their possession while in the residence hall.**
  3. You must pick up your student's keys **NO LATER THAN SUNDAY, MAY 10<sup>th</sup> AT 10:30 PM.**
- c. Overnight:
  1. Academy students may drive other Academy students as long as they all have an approved travel form on file.
  2. Once signed out of the building, students on overnight travel may not return until 7am Sunday.
  3. Student may use provided shuttle to travel between Wagoner Hall and After Prom if needed.
  4. No student on Overnight Travel may have keys to a vehicle in their possession while in the residence hall.

## 5. What if my student wants to bring a non-Academy guest to Prom?

- a. Print the Guest Dance Permission Form from the website: <https://academy.bsu.edu/prom/> or complete the copy in this packet.
- b. Complete it and turn it in (can be scanned, mailed, or turned in at the Academy front desk.)
- c. If non-Academy guest is in college, their academic advisor must fill out the bottom portion.
- d. Guest must be under 21 years of age.
- e. Guest must bring a photo ID to show upon entering the dance.
- f. Guest must follow all Academy regulations- including dress code.
- g. Non-Academy guests CANNOT ride in Academy vans to dinner.**
- h. Non-Academy guests cannot stay the night in the residence hall.

**6. Is there a dress code at Prom?**

- a. Yes- all students and guests must follow Academy dress code.
- b. Refer to the student handbook at <https://academy.bsu.edu/handbook/> under "Dress Code."
- c. The following are adjustments to our regular dress code (which can be found in our handbook) that we make for our semi/formal dances.
  - Formal attire may expose the back down to the student's elbows, including any back or side cutouts.
  - Regarding two-piece outfits: The top piece must extend at least to the student's natural waist line and the bottom piece may not be lower than what would usually be covered by undergarments. Within those parameters, the amount of midriff exposed cannot exceed the width of three fingers. These guidelines also apply to any see-through paneling or front cutouts. If a student's back is exposed or not covered with opaque paneling all the way to their elbows, this adjustment will not apply.
  - Any length of attire must be as long as and/or slit(s) in attire must not continue up past the student's mid-thigh

***If a student arrives at the dance and they are not dressed in accordance with our aforementioned semi/formal dress code, they will be asked to leave and will not be allowed to return to the dance until they are dressed appropriately for the occasion.***

***If students are concerned about the dress code they can have their outfits pre-approved by res-life staff.***

**7. Once my student has left Prom, may they re-enter the event?**

- a. No- once a student has exited the building, they may not return to the dance.

**8. If my student is taking a non-Academy guest to Prom, will this guest be permitted in my student's room?**

- a. No- the guest is permitted to be in the public lounges and attend After Prom activities, but is not permitted on the residential floors.

**9. If I am spending the night in Muncie, what are some lodging options?**

- a. Parents are not permitted to spend the night in the residence hall. However, here are some local lodging options:

Ball State Hotel: (765) 285-1555

Super 8 Motel: (765) 286-4333

Muncie Place Hotel & Suites: (877) 289-4678

Best Western: (765) 282-0600

Comfort Inn: (765) 587-0294

Courtyard Marriott: (765) 287-8550

Hampton Inn: (765) 288-8500

Days Inn: (765) 287-5572