

Student Organizations, National Honor Societies, or approved programs must seek approval to issue adornments to the academic regalia for their student members or participants at any K-State Commencement Ceremony.

Approvals are typically considered for a 5-year review cycle. Approval does not add the organization or regalia to the list in the Commencement program but will add this to the list on the Commencement website [https://www.k-state.edu/graduation/cap-gown/regalia\\_guidelines/regalia\\_approved/index.html](https://www.k-state.edu/graduation/cap-gown/regalia_guidelines/regalia_approved/index.html).

If anything changes within the 5 year approval cycle with the adornments (such as logo, color, style or type) or if your organization is no longer registered and in good standing with the Office of Student Involvement, you are asked to resubmit an updated form indicating the changes that have occurred. The Office of the Registrar will work with the Office of Student Involvement on an annual review cycle to determine organization standing with K-State which may trigger a revocation in the ability to issue the approved adornments.

Organization or program name: \_\_\_\_\_

Organization Website: \_\_\_\_\_

K-State Website (if applicable): \_\_\_\_\_

Is the organization recognized as an approved organization of Kansas State University?      \_\_\_ Yes    \_\_\_ No

Is this request an Update to a previous approval due to a change in adornment?      \_\_\_ Yes    \_\_\_ No

Brief purpose/description of organization or program:

Students who will wear the adornment (state how qualifications are determined, approx. number):

Proposed adornment and brief description (include color, materials, size, any wording or symbols on the item). Attach a photo or representative image of the proposed adornment:

Meaning of the proposed adornment within the academic ceremony:

**Faculty/Staff advisor signature of approval:**

\_\_\_\_\_  
Faculty/Staff Advisor Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Affiliation

\_\_\_\_\_  
Faculty/Staff Advisor Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail