

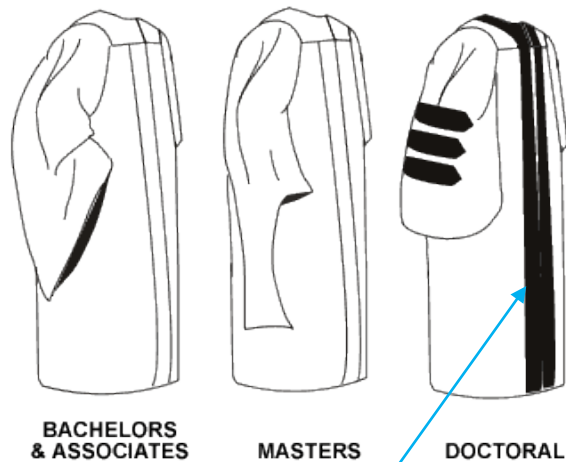
## Academic Regalia for Commencement Activities

Congratulations! Please review this guide to wearing your academic regalia as you prepare for the commencement activities. All candidates for graduation are required to wear the exact academic regalia for their degree (gown, cap, hood, and tassel).

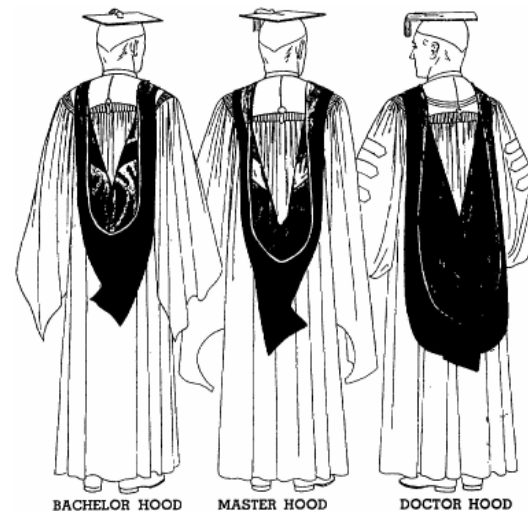
Due to the formality of this occasion and safety concerns regarding walking on the steps and stage, please wear appropriate footwear; flip flops, clogs and loose fitting shoes are not recommended.

In addition, it is requested that men wear slacks and a dress shirt with tie. For women, slacks with a blouse, or a dress is appropriate.

Flowers and corsages should not be carried or worn in the academic procession. In the procession, caps with a tassel and gowns are worn, and hoods are carried over the left arm.



*Doctoral robes look similar to Bachelors robes with the exceptions of velvet down the front and on the sleeves. If you are a Bachelors degree candidate, you should not wear this robe.*



**Tassel worn on the left.**

**Gown:** Please check to ensure that you are going to wear the proper gown for your degree. If you are uncertain, refer to the graphic above. Iron (low heat or the synthetic setting) or steam the academic dress and hood before the graduation ceremony to be photo ready.

**Cap / Mortarboard:** Ensure that the cap with the mortarboard is level with the ground. The caps should be worn during the entire ceremony. Men might be required to remove the cap during prayer, national anthem or Alma Mater. Cues for removing caps at these times should be addressed beforehand but if they are not, watch the presiding officer and follow their lead.

**Tassel:** The tassel is worn on the left throughout the commencement exercises.

**Hood:** Your hood will be placed on you during the commencement ceremony, please do not forget to bring it with you on the day of the ceremony.

- The hood for the **Master of Professional Studies** degree is peacock blue.
- The hood for the **Master of Arts in Liberal Studies** degree has a white velvet trim on the edges of a black hood.
- The hood for the **Bachelor of Arts in Liberal Studies** degree has a white velvet trim on the edges of a black hood and is a shorter version of the master's hood.
- The hood for the **Doctor of Liberal Studies** degree has a wide band of white velvet on a black hood. The doctoral gown has horizontal black velvet stripes on the sleeves.

*Continued Next Page*

## Academic Hood

The significance of wearing the hood is very much valued. It is a symbol of pride and academic success which is why graduates should wear them properly. Here are the basic steps for you to make sure you wear your academic hood properly throughout the commencement ceremony.

**Hood Preparation and Position (Processional, Degree Conferral):** *Make sure the tie-cord is unhooked.*

Degree candidates should have their hood neatly folded over their left arm with the velvet edge to the front. Follow the steps below for the proper way to fold and carry your hood.

**Step 1:** Hold the hood in both hands with the velvet edge to the front to the outside.

**Step 2:** Fold the hood once in half.

**Step 3:** Drape the folded hood over the left arm, narrow (neck) end in front, velvet edging to the front.



Step 1



Step 2



Step 3

### Student Recognition and Hooding:

As you rise to go on stage to receive your degree, please drape the hood over your left arm and have your name card ready in your right hand. An SCS staff member will be located just off stage to ensure that you are carrying your hood properly. Each candidate will present the name card to the reader, who will introduce the candidate. Candidates will then process across the stage, shaking hands with the president, the provost, and their deans.

The Hooding Marshal will take the hood, at the smallest end and share with the dean assisting them. The hood will be placed over the candidate's head, so that it lays against the front of his/her neck and drapes over the back of shoulders. The velvet side, signifying the degree type, should be most visible on the outside, with the satin side, signifying the school colors, should be less visible on the inside of the hood.

An SCS staff member will be immediately off-stage to ensure that your hood has been placed properly for your photograph. You will not have time to completely secure your hood on-stage.

### Securing your Hood after Degree Conferral:

*Please secure your hood once you are back at your seat, not while exiting the stage*

1. Put the hood over your head with the velvet side up and with the small tapered end in front.
2. If the hood has a cord and button, attached the hood neck cord over a shirt button before closing the gown. This will prevent the hood from riding against the neck. If you do not have a shirt button, you can use a safety pin to secure your hood.
3. Obtain assistance to secure the cord across the back to keep the back of the hood together.
4. Obtain assistance to turn out the lining colors

