

Effective Date: August 1, 2018

Retired:

Revised:

Approved by:



Subject: Academic Hooding Ceremony Policy

PURPOSE: The hooding ceremony is a part of the general commencement exercise and is in keeping with the age-old tradition of scholars recognizing individuals who have earned an advanced degree beyond the bachelor's degree. At Meharry Medical College, hooding is a time in the general commencement exercise when individual schools and programs can recognize the individual academic accomplishments of their graduates.

POLICY STATEMENT: Graduates of Meharry Medical College who participate in the hooding ceremony at the commencement exercises may request faculty members, faculty mentors, and/or family members who graduated from Meharry Medical College to hood them. This policy provides instructions governing that hooding.

PROCEDURE: During the general commencement ceremony each graduate comes forward after his or her name has been called and following the receipt of the diploma, the **academic hood** is placed over the head of the graduate, and draped by the department head, hooding marshals, parents or mentors as they leave the stage.

The College may opt to hold a hooding ceremony separate and apart from the general commencement exercise. If so, the same process will be used for hooding graduates from each school within the College.

Hooding Marshals

Every year a group of faculty members is selected to perform the special role of acting as Hooding Marshals at the commencement ceremony. The group is comprised of representatives from the Schools of Medicine, Dentistry and the Graduate Studies and Research. These faculty members will greet each graduate from the respective school on stage and hood each graduate during the hooding portion of the ceremony.

In addition to hooding marshals, family members and faculty mentors are allowed to act as hooders. The School of Medicine, the School of Dentistry, and the School of Graduate Studies and Research participate in the hooding ceremony.

Family Member Hooders

The School of Medicine, Dentistry and Graduate Studies and Research will allow parents and/or guardians who received a degree from Meharry Medical College to participate in the ceremony as family member hooders. Requirements to participate as a family hooter:

- Hooders must hold an academic faculty status, either full, adjunct or emeritus status
- Hooders must be verified and approved through the Office of Academic Affairs.
- Upon approval the individual selected will be required to wear academic regalia to participate as a hooter.

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- No more than two family members can participate in the hooding ceremony.
- Family member hooders should dress in appropriate academic regalia.
- Family member hooders will walk to the stage when the graduates name is announced and exit the stage with the graduate after the graduate has been hooded.

Family Member Hooders who are MMC Faculty

If the family member hooder is a member of the faculty at Meharry Medical College:

- The graduate must notify the Executive Vice Dean of Academic and Student Affairs Office, in the respective school, in early February.
- Family member hooders must march in the processional and be seated on stage as members of the platform party.
- A brief mandatory training session will be held with the Grand Marshal prior to the ceremony.
- Family member hooders must place an order for regalia with the Office of Student Affairs.

Mentor Hooders

The School of Graduate Studies and Research allows Ph.D. graduates to be hooded by their faculty mentor at the commencement ceremony each year.

Graduates should make their faculty mentor aware of the opportunity and invite them to participate in the hooding portion of the ceremony.

Requirement to participate as a mentor:

- Mentors who wish to participate must notify the appropriate dean in each school of their intent to participate in the hooding ceremony.
- Mentor hooders will march in the processional and may be seated on stage as members of the platform party.
- A brief mandatory training session will be held with the Grand Marshal prior to the ceremony.
- Mentor hooders must place an order for regalia with the Office of Student Affairs.

Family member hooders and faculty mentors acknowledge, **by their participation**, that they participate in the **hooding ceremony in the commencement exercises** at their own risk and Meharry Medical College **is not responsible for any damage.**

EXHIBITS:

Commencement Hooding Form