

Philadelphia College of Osteopathic Medicine

**Hooding Policy and Form**  
**Graduate Programs Commencement**

---

Graduates are hooded by their program director, department head, or faculty advisor as determined by the academic program. Any member of the regular academic procession may assist in hooding without special approval.

The following relatives have been identified and approved as guest hooders: parents, grandparents, siblings and spouse ***who are graduates of any PCOM degree program***. No relatives other than those listed nor graduates of other institutions may serve as guest hooders.

In addition, the graduate may request hooding by any member of the PCOM faculty, administration, or Board of Trustees.

1. The Hooding Information Form should be returned to Donna Feeney-Figaniak in the Office of the Dean no later than June 1. This form should include the name, relationship, year and place of graduation of your guest as well as cap and gown information. Please sign the form to attest to the truthfulness of the information given. Form is attached as page 2.
2. Two weeks prior to graduation, a letter will be sent to the guest hooder with specific instructions.
3. The guest hooders will march in academic procession with Philadelphia College of Osteopathic Medicine faculty and sit on stage during the ceremony. At the appropriate time, they will be directed to come forward for the hooding after which they will return to their seats and process with faculty at the conclusion of the ceremony.

Philadelphia College of Osteopathic Medicine

**Hooding Information Form**

**Graduate's Full Name:** \_\_\_\_\_

**Program and Degree:** \_\_\_\_\_

**Name of hooder:** \_\_\_\_\_

**Email Address of Hooder:** \_\_\_\_\_

**Check below:**

Board of Trustees member

PCOM Faculty member (dept.) \_\_\_\_\_

PCOM Alumnus\*

**\*Relationship of hooder to graduate:**

\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Hooder size information for academic regalia**

Hooder's PCOM degree \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Has own cap, gown and hood. Yes \_\_\_\_\_ No \_\_\_\_\_

Highest Degree Awarded: \_\_\_\_\_

College/University Awarded: \_\_\_\_\_

Size for Cap and Gown (please choose a number from below)

# \_\_\_\_\_.

#1 = Size 40: 4'09" to 4'11" (up to 160 lbs)

#2 = Size 43: 5'00" to 5'02" (up to 160 lbs)

#3 = Size +1: 4'09" to 5'02" (over 160 lbs)

#4 = Size 46: 5'03" to 5'05" (up to 190 lbs)

#5 = Size +1: 5'03" to 5'05" (over 190 lbs)

#6 = [Size 49: 5'06" to 5'08" (up to 220 lbs)

#7 = Size +2: 5'06" to 5'08" (over 220 lbs)

#8 = Size 52: 5'09" to 5'11" (up to 250 lbs)

#9 = Size +2: 5'09" to 5'11" (over 250 lbs)

#10 = Size 55: 6'00" to 6'02" (up to 290 lbs)

#11 = Size +3: 6'00" to 6'02" (over 290 lbs)

#12 = Size 58: 5'03" to 6'05" (up to 310 lbs)

#13 = Size +3: 6'03" to 6'05" (over 310 lbs)

**I certify that the above information is accurate.**

\_\_\_\_\_  
Signature of graduate

\_\_\_\_\_  
Date

**Return by June 1 to:**

Donna Feeney-Figaniak

Office of Academic Affairs

4170 City Avenue, Suite 205

Philadelphia, PA 19131