

## ***IMPORTANT!!!!***

### ***\* GTU Commencement Participation Form:***

***Whether or not you plan to participate in the 2015 GTU Commencement Exercises, please complete and submit the enclosed GTU 2015 Commencement Participation Form to the GTU Office Manager by March 2, 2015.*** The information from the Commencement Participation Form is extremely important to us as we plan for the event and try to be of great service to you! It also provides relevant information to graduates who do not plan to participate. Each section of the form is addressed below. **Please fill in all the spaces.** Some information may seem redundant, but we use these forms for data entry and different staff members use different forms.

### ***\* GTU Commencement Events RSVP/Response Form:***

***Whether or not you plan to participate in 2015 GTU Commencement Events, please complete and submit the enclosed 2015 GTU Commencement Events RSVP/Response Form to the GTU Office Manager by March 2, 2014.*** To try and streamline communication about various Commencement events with you, please complete and submit this form to tell us whether or not you plan to attend the Commencement, and whether or not you plan to attend the reception. We would also appreciate it if you would encourage your faculty coordinator/advisor to complete this form. Faculty can access this form on the GTU website.

### **Academic Regalia**

Participating graduates are expected to wear appropriate academic regalia during the exercises. Regalia consist of a gown, tam or mortar board (cap), and hood. Graduates can purchase regalia or rent it through the GTU. Doctoral and Master gowns are distinctive and different from one another (the link above describes academic regalia). Rental gowns and mortar boards are black. The Master's gown and cap for purchase are very similar to rental regalia. ***For this reason and the fact that some people plan to go on for a doctoral degree, common MA graduates typically do not purchase academic regalia.***

The doctoral gown for purchase is the customized GTU gown. The gown is red with black velvet doctoral bars and trim. The four corner tam is black velvet with a gold tassel. ***While by no means required, graduates tell me it is useful to know that most GTU doctoral graduates purchase the customized GTU regalia.***

See the section titled "Hoods" below for details about the hoods.

### **Cap and Gown Rental**

If you wish to rent a cap and gown, please indicate this information on the Commencement Participation Form. Complete all the fields on the form including your cap size. If you do not know your cap size (it is a one digit number, usually between 5 and 9), measure the distance around your head one inch above the top of your ears in inches.

***Remember, you must complete and submit the GTU 2015 Commencement Participation Form by March 2, 2015.***

Cap and gown rentals will arrive in early May and will be available for pick-up from the third floor of the GTU LeConte building by Monday, May 4, 2015.

**The rental cap and gown fee is: \$22.00 for master regalia; \$26.00 for doctoral regalia.**

If you are a doctoral student and wish to purchase a GTU customized cap and gown, please refer to the link to, “**Ordering GTU Doctoral Graduates Cap and Gown**” information for ordering. You should work directly with one of the vendors to purchase your regalia. **Please note that you should allow 8 to 10 weeks for your gown to be made.**

### **Hooding by Coordinator**

It is customary for graduates to “be hooded” by the coordinator of their thesis or dissertation committee. ***You are responsible for asking your coordinator to hood you at commencement by March 2, 2015.*** If your coordinator is unavailable, but you plan to ask another member of your committee to hood you, please let me know. If your coordinator and other committee members are unable to hood you, I will hood you. Indicate this information on the Commencement Participation Form.

### **Hoods**

The academic hood hangs around your neck, over your shoulders and drapes down your back. Again, the doctoral and masters hoods are distinctive (see the handout about academic regalia). The inside of the hood represents the institution’s school colors (for GTU, red and blue) and the outside of the hood is black. The trim around the neck is velvet and represents the graduate’s degree: white for the master degree, red for the ThD degree, and dark blue for the PhD degree.

Graduates may borrow a hood from the GTU at no cost. Graduates may also purchase a hood from the GTU (**PhD and ThD: \$140.00; MA: \$120.00**). Hoods cannot be purchased anywhere else. Please indicate whether you want to borrow or purchase a hood on the Commencement Participation Form. If you plan to purchase a hood, and have not done so already, please send a check, made payable to “GTU”, for the appropriate amount to the **Academic Secretary**.

We will not distribute purchased hoods before commencement, but will have your hood in place for you at the Chapel. For those who have purchased, and have their hood, and would like to use theirs for commencement, you need to take your labeled hood to the **Academic Secretary** no later than Tuesday, May 5, 2014.

### **Commencement Announcements**

The GTU provides up to 10 commencement announcements, at no cost, for all participating graduates. Feel free to use these to inform family and friends about your great accomplishment! You may also want to use the announcements to actually invite people to the Commencement. There is **no** limit on the number of guests per graduate and guests **do not** need an announcement to attend. Please indicate both the number of announcements you wish to have and the number of guests you plan to bring to Commencement on the Commencement Participation Form.

Announcements will be available for pick up or mailing by **Wednesday, April 1, 2015**.

### Diplomas

Fall graduates should have received their diplomas by surface mail by January, 2015. Please **do not** bring your diploma to Commencement; you will receive an empty diploma case during the ceremonies to return to us before you leave PLTS.

Spring Doctoral and Common MA graduates who have completed all their coursework before Spring 2015, and are participating in the exercises, will receive their diplomas at Commencement. Spring MA graduates still completing courses this semester will receive their diplomas in the mail, once all graduation requirements have been verified (typically, in July or August). Spring MA graduates still in coursework will receive an empty diploma case at Commencement. (Please return the case that evening before you leave. We will send you a new case with your diploma.)

If you have any questions, please contact:  
me at [kkook@gtu.edu](mailto:kkook@gtu.edu), 510-649-2464;  
Fredonia Thompson at [ftompson@gtu.edu](mailto:ftompson@gtu.edu), 510-649-2461  
or Wendy Arce at [warce@gtu.edu](mailto:warce@gtu.edu), 510-649-2400

Again, don't forget to submit your Commencement Participation Form and Commencement Events RSVP/Response Form by March 2, 2015. I look forward to seeing you on Thursday, May 7 at 3:15 p.m. at PLTS.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kathleen Kook', with a long horizontal flourish extending to the right.

Kathleen Kook, Ph.D.  
Dean of Students and Vice President for Student Affairs

PS: a copy of this letter, along with links to all the attached forms and documents, are also available on the GTU Commencement website: <http://www.gtu.edu/students/gtu-commencement>