



**Guest Hooder Policy for Investiture
School of Medicine Health Professions**

As the representative of their respective profession, and on behalf of the faculty who attest to candidates for their respective degree having successfully completed courses and requirements as set forth by the program, the leader of the health professions program (chair, vice chair or designee) is typically charged with investing master's and doctoral degree candidates with their hood during the graduation ceremony.

However, with prior approval, the program faculty may approve another individual to hood the candidate following a formal written request by the degree candidate for individuals meeting the following criteria:

Guest hooders must:

- Hold an academic degree at or higher than that of the graduate they are hooding (for example, someone with a master's degree cannot hood a doctoral candidate);
- Wear academic regalia in the ceremony; and
- Be approved within 20 days of the graduation date according to a specified notification procedure.

Guest hooders may:

- Be a first degree relative (defined as spouse, sibling, parent, aunt, uncle, grandparent, or domestic partner); or
- Be a faculty member in another division of the West Virginia University School of Medicine.

Procedure

Candidate submits the Wufoo form to the Vice Dean for Health Professions Office (commencement coordinator) a minimum of 20 days before graduation. The Vice Dean's office will send the request to the division leadership named in the request, seeking approval.

If approved, the Vice Dean's commencement coordinator will coordinate with guest hooders the details of the day of the ceremony. Guest hooders will likely participate in the processional and will be required to be at the venue early in order to be directed to the appropriate place.