

## ***Hooding Ceremony Policy and Procedure for August/December Graduates***

### **What is the policy?**

MSW students who graduate in August/December may participate in the SSW May hooding ceremony with prior approval from the Associate Dean.

### **Who will benefit from this policy?**

1. MSW students enrolled in dual degree programs that have a summer practicum and major papers remaining in their program of study.
2. Students who are out of sequence and have twelve or less elective credit hours to complete.

### **What are the criteria for participating?**

MSW students who will graduate in August/December and desire to participate in the in the May hooding ceremony are expected to:

1. Be in good standing with the graduate school including no incomplete grades or probationary status.
2. Complete all required foundation and concentration courses by May.
3. Have registered for all remaining coursework.

### **Who gives final approval to participate in the hooding ceremony?**

Students wishing to participate in the hooding ceremony must receive approval from the Associate Dean.

### **How is approval to “walk” at commencement requested?**

Students submit a written request to the Associate Dean for Student Affairs, Sarah Naylor by April 18<sup>th</sup>. All requests should include a copy of the student's plan of study and evidence of summer school registration.

### **How will I know if I have been approved to participate in the hooding ceremony?**

The Associate Dean for Student Affairs, Sarah Naylor will respond with an email to the student granting approval to participate in the hooding ceremony.

### **How will I be listed in the Commencement Program?**

Students will have an asterisk (\*) following their name. A footnote on the program will indicate that the (\*) signifies students completing degree requirements in August/December.

### **When will I receive my diploma?**

The University confers degrees in May, August and December. Students completing their degree requirements in August will be mailed their diploma. However, the School of Social Work will verify with employers that you have completed all degree requirements.

**2/19/14 revised**

**Sample Rationales:**

"I am writing to request permission to walk in the hooding ceremony. I am a dual degree student in Social Work and Public Health, and will be completing my field hours this summer so that I will officially finish in August. I would like to walk on Saturday, however, with my cohort of social work students. I hope that this request is possible. Thanks!!!"

"I'm writing to request the opportunity to be hooded in the upcoming May ceremony with my cohort. As you may recall, I will complete coursework this semester and I have one semester of field work left to finish. I am signed up to be placed this summer in UNC Hospital's Crisis Emergency Services. That placement should be finished around the middle of August (but I do not know what my exact end date will be)."