



**TO:** Group 1 and 2 Faculty and Administrators  
**FROM:** Jaime Lowe (Graduate Recognition Planning Committee)  
**DATE:** February 5, 2015  
**SUBJECT:** Caps, Gowns, and Hoods

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Please prioritize the opportunity to be present and honor our student’s accomplishments at the Graduation Recognition Ceremony on Friday, May 1 at 7:30 p.m. Our hard-working students want to share their achievements not only with their families and friends but also with the faculty members who have invested in their futures. The sense of pride, joy, and accomplishment is tangible throughout the evening. For many students, this rite of passage is a milestone of immense significance. In these troubled economic times, the entire community welcomes the opportunity to have an occasion of celebration. Some years, as families and graduates look toward the commencement speakers, they see a sparse gathering of faculty. Let us strive to make 2015 our best year ever for faculty participation!

It is time to place our rental order for academic regalia. Once again, OUC will pay the rental fees. Please complete the form below and return it to me on or before Thursday, April 2, 2015.\* If you own your hood and/or cap and need to rent only a gown, please so indicate.

**Since we need an accurate count for the faculty seating area, please return the form to me indicating whether or not you plan to participate. Thanks!**



Name \_\_\_\_\_

**Please check one of the following boxes:**

- I will participate wearing my own cap, gown, and hood.
- I cannot participate this year.
- I will participate and want to rent academic attire as follows:

Your degree \_\_\_\_\_

University from which you graduated \_\_\_\_\_

Your approximate height \_\_\_\_\_

Notes (optional) \_\_\_\_\_

**\*The order must be sent to the company by Monday, April 6 so please return your completed form to Jaime Lowe as soon as you can or before Thursday, April 2, 2015. Thanks!**