GRADUATION CAPS AND GOWNS

Procedures

By March 1st of each year, the departments must give the Bookstore a list of faculty members, and guest speakers that are participating in the graduation ceremonies. This list must include the following information: faculty name, male or female, weight, cap size, height, full title of degree, phone number, college/university conferred degree, and city and state of the college/university. Rental fees are to be paid at this time. Fees can be paid with a Bookstore Departmental Requisition or by the individual faculty members. Orders will be taken until a specified date each year, normally 45-60 days prior to the actual ceremony. Faculty that wish to participate in the ceremony, but did not order in time will be supplied with UT Health Science Center regalia. The Bookstore will notify departments when the caps and gowns arrive. All faculty are responsible for the caps and gowns until returned to the Bookstore.