

# A.T. STILL UNIVERSITY | ATSU

## ATSU GRADUATION GUEST HOODER REQUEST FORM

**Requests must be submitted no later than 30 days before the date of graduation.  
Late requests cannot be accepted.**

Only individuals meeting the following criteria may apply to be a guest hooder during graduation:

- Guest hooder **MUST** be the graduate's parent or grandparent with a terminal degree (*i.e.* DMD, DDS, DO, MD, Ph.D., Ed.D. Au.D. D.P.T., etc.) or equivalent of the degree being conferred
- There are **NO** exceptions, or appeals, to this policy.

**Graduate's Information:**

Name: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Guest Hooder's Information:**

Name: \_\_\_\_\_

Degree\*: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Graduate: (circle one) Graduate's Parent or Graduate's Grandparent

Contact phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

***\*Please submit a photocopy of appropriate diploma or proof of degree.***  
*All requests are subject to final approval of the ATSU President.*

**Return this form to Student Affairs along with a copy of the appropriate diploma/proof.**

ATSU Student Affairs  
 5850 E. Still Circle, Mesa, AZ 85206  
 Fax: 480-219-6188  
 Office: 480-219-6126, [AzStudentAffairs@atsu.edu](mailto:AzStudentAffairs@atsu.edu)

Guest hooders are required to dress professionally (no regalia/cap-gown) and sit in the reserved guest hooder seating section located in the row behind the graduates. Guest hooders do not participate in the processional or recessional with the graduates.

**Office Use ONLY:**

1. Dean's Office Approval	Yes	No	If yes, proceed to Step 2 If no, notify graduate
2. Send verification to graduate and Guest Hooder with instructions on how to hood.			
3. Send list of Guest Hooder's to the Dean's office at least 2 weeks before graduation.			
4. Student Affairs graduation coordinator adds information to the graduate's Reader Card.			

Approval Process Completed by: \_\_\_\_\_  
*(Print name of processor)*