



QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Quillen College of Medicine Graduation Hooding Policy**

Policy Replaces a Previous Policy (this includes change in policy name): <input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
If so, list name of previous policy (include policy number if different): Honors Convocation Hooding Policy (no policy number issued)
Policy Number (issued by the Office of Academic Affairs upon final approval): ADMIN-1221-22
Policy Owner (Individual, Department, or Committee/Chair): Deidre Pierce, MD / Associate Dean for Student Affairs
Committees, Departments, or Individuals Responsible for Implementation: Office of Student Affairs
Original Approval Date and Who Approved by: 11/30/2021 – Deidre Pierce, MD
Effective Date(s): 11/30/2021; 5/23/2024
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):
Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner):
Exemption(s) to Policy (date, by what committee or individual, and brief description): Note: Exemption stated in the below policy is part of the original policy.
LCME Required Policy: <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement):
<i>All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.</i>
Date of Review: 5/23/2024
Revisions Made: <input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
1. Added language regarding student requesting hooding be performed by a non-faculty physician mentor who has played a significant part in their development with approval of the request made on a case-by-case basis.
If yes, list revisions made: Revisions Require Approval by Policy Owner: <input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No

Policy Statement:

Placing the academic hood on candidates for the doctoral degree is an indication of academic accomplishment and according to academic customs and tradition is only to be performed by another person who has received a doctoral degree.

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Purpose of Policy:

To establish criteria for hooding Quillen College of Medicine (QCOM) graduating medical students.

Scope of Policy (applies to):

Applies to fourth-year medical students.

Policy Activities:

The ceremonial act is performed at the annual Graduation Ceremony at QCOM. Hooding will be performed by QCOM faculty members chosen by vote of the graduating class.

Exceptions:

Graduating students who have an immediate family member who has earned a doctor of medicine degree may invite that family member (dressed in appropriate academic regalia) to perform their hooding. Immediate family members are defined as: spouse, parent (may include parents-in-law), sibling, child, aunt, uncle, or grandparent. In the case of husband and wife graduating together, the two graduates may not hood one another as they have not yet received the doctoral degree. Graduates with a parent on the full-time faculty of QCOM with other doctoral degrees may be hooded by the parent. A student may request their hooding be performed by a non-family physician mentor who has played a significant part in the student's development with approval of the request made on a case-by-case basis.

Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	3/17/2022; 5/23/2024
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	
<i>Vice Dean for Academic Affairs</i>	5/23/2024

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	3/17/2022; 5/31/2024
<i>Office of Student Affairs</i>	11/30/2021; 5/22/2024
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	
<i>M3/M4 Clerkship/Course Directors</i>	
<i>Student Groups/Organizations (describe):</i>	

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<i>Other (describe):</i>	
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Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	5/1/2024; 5/31/2024
<i>Policy Owner</i>	5/1/2024; 5/31/2024
<i>Admissions Office for Catalog (only new policies)</i>	