



**To: All MCCC Faculty and Staff**

**From: The Student Activities Office**

**Date: 3/12/2014**

**Re: Faculty and Staff Cap & Gown Measurement for May Commencement**

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**We are asking all faculty and staff who plan to participate in the May Commencement Ceremony to please check the status of their academic attire and determine if anything needs to be replaced/updated. If anything needs to be replaced, please fill out the attached form and return to the Student Activities Office (SC 111) before April 7, 2014.**

**Please contact Danielle Garruba, ext. 3412, with any questions.**

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

**College/University from which you received your highest degree:**

\_\_\_\_\_

**College Colors:** \_\_\_\_\_

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

**Height:** \_\_\_\_\_

**Weight:** \_\_\_\_\_