



CALUMET COLLEGE OF ST. JOSEPH

Graduation Cap Decoration Guidelines

Decorations on graduation caps (mortar boards) are a symbol of pride and accomplishment. The decorations represent personalized statements about accomplishments that be presented in the form of a quote, an image, a symbol, a flag or other things.

To ensure that commencement exercises remain dignified celebrations of achievement of all students, the following rules must be followed when decorating caps for graduation:

- Decorations should not interfere with attaching the tassel to the cap.
- Only the flat top of the CCSJ-issued black cap may be decorated.
- Decorations may not hang off the sides of the cap.
- Large 3-D embellishments may interfere with the view of students seated behind you and are, therefore, prohibited.
- Graduation caps must not have any advertisements, symbols, words or slogans conveying messages inappropriate at a dignified commencement ceremony.
- Caps must not threaten the safety of others or use any hate speech of any kind.
- Caps must be consistent with the code of conduct at Calumet College of St. Joseph.
- Obscene, profane or vulgar language is expressly prohibited.
- Words or items diminishing or slandering toward any individual or institution, the University, any faculty or staff members, and/or any student are prohibited on graduation caps.
- Decorations are prohibited on the academic gown and hood.

Not sure if your decorations meet the guidelines?

Email us for guidance: commencement @ccsj.edu

Failure to adhere to these rules for graduation cap decoration and/or instructions from commencement event staff will result in confiscation of the graduation cap and a plain cap will be given to the student at check-in.