

## Logan University Commencement Procedures

**Disclaimer: This information is tentative pending final planning decisions due to the COVID-19 pandemic.**

Congratulations! Our records indicate that you are on track for graduation after the successful completion of your Summer 2020 coursework.

**Graduation Awards Breakfast**  
**August 21, 2020 at 8:00 a.m.**  
**The Purser Center at**  
**Logan University**

**Commencement Ceremony**  
**August 22, 2020 at 10:00 a.m.**  
**The Purser Center at**  
**Logan University**

There are many things to do before participating in the Commencement Ceremony and graduating from Logan University. Please follow the instructions listed below:

### **1. GRADUATION APPLICATION – IMPORTANT: MUST BE COMPLETED**

- **All Students** must complete the Graduation Application form attached and e-mail to [Registrar@logan.edu](mailto:Registrar@logan.edu), or Fax to 636-207-2431.
- Deadline for the Graduation Application is **Monday, July 13, 2020 at 5:00 p.m.**
- Once the application has been submitted, you are now considered a candidate for graduation. However, no degree will be granted until all academic requirements have been met.

### **2. ORDER ACADEMIC REGALIA – IMPORTANT: MUST BE COMPLETED (If you are planning to attend the ceremony)**

- Order Academic Regalia (cap and gown) by **Monday, July 13, 2020 at 5:00 p.m.**
- Visit [www.herffjones.com/college/logan](http://www.herffjones.com/college/logan) to order Regalia. There is no fee for the academic regalia.
- Have your regalia mailed to your home, which will arrive approximately 2 weeks after placing an online order. In the regalia package, you will receive a gown, hood, mortarboard and tassel.
- **YOU MUST BRING ALL PIECES OF YOUR REGALIA WITH YOU TO THE CEREMONY ON SATURDAY, AUGUST 22, 2020.**
- Graduation announcements may also be ordered through the Herff Jones Website, and they take approximately 3 weeks to arrive.

### **3. CLEAR FINANCIAL HOLDS/BALANCES**

- Clear outstanding balances, locker checkout, library materials or fines, or other issues by contacting the Offices of the Bursar, Student Affairs and the Learning Resource Center.
- **Failure to do so** will result in a **HOLD** placed on your academic transcript/diploma until the requirements have been satisfied.
- You must contact Financial Aid to complete an exit interview.

#### 4. COLLEGE OF HEALTH SCIENCES

- Commencement Ceremony participation for the College of Health Science candidates is optional.
- All candidates must complete steps 1 and 3 listed above in order to graduate, regardless of their participation in the ceremony.
- Diploma's will be mailed approximately 3 weeks after the processing of final grades.

#### 5. COLLEGE OF CHIROPRACTIC

- All College of Chiropractic candidates are required to attend the Commencement Ceremony for degree conferral and administration of the Chiropractic Oath.
- Candidates will receive their diploma at the Graduation Awards Breakfast on Friday, August 21, 2020.
- College of Chiropractic candidates also have the opportunity to apply for Logan Legacy status and have a Guest Hooder. Guidelines and applications are accessed by visiting [logan.edu/graduation](http://logan.edu/graduation).
- For candidates requiring forms and documentation for state licensing requirements, a transcript request should be submitted to the Office of the Registrar. The form is located on Logan's website at <https://www.logan.edu/academics/registrar>.

#### 6. AWARDS CEREMONY

- Commencement activities are comprised of the Awards Breakfast and the Commencement Ceremony, both taking place in The Purser Center on the campus of Logan University.
- The Awards Breakfast is held on **Friday, August 21, 2020** with breakfast served at **8:00 am** and the awards presentation beginning at **9:00 am**.
- An electronic invitation (Evite) will be sent to all candidates for the Awards Breakfast and Ceremony. While guests are unlimited, an RSVP is required.
- Event staff will be available onsite at the Purser Center from 10:00-11:30 a.m. to assist with any graduation questions, regalia issues and to distribute Doctor of Chiropractic diplomas.

#### 7. COMMENCEMENT CEREMONY

- The Commencement Ceremony takes place on **Saturday, August 22, 2020** with doors to the Walters Auditorium opening at **9:00 am** and the ceremony beginning at **10:00 am**.
- All candidates are to arrive at 9:00 am to dress in regalia, have a professional photograph taken and receive instructions prior to the ceremony. Arrive at the Purser Center wearing street clothes and bring your regalia with you to dress onsite.
- A reception featuring light hors d'oeuvres will follow immediately after the Commencement Ceremony.
- There are no tickets required for the Commencement Ceremony and no limit to the number of guests that may attend.

## 8. HOTEL INFORMATION

- Please refer to [logan.edu/graduation](http://logan.edu/graduation) for the most current special hotel rates

## QUESTIONS?

### Am I eligible to graduate?

Contact: Barbara Nutt, 636-230-1838 [barbara.nutt@logan.edu](mailto:barbara.nutt@logan.edu)

### Have I been cleared by the Office of Financial Aid?

Contact: Laurel Miller, 636-230-1723, [laurel.miller@logan.edu](mailto:laurel.miller@logan.edu)  
Ashley Nickell, 636-230-1773 [ashley.nickell@logan.edu](mailto:ashley.nickell@logan.edu)

### Do I have a balance on my student account?

Contact: Emily Madden, 636-230-1770 [emily.madden@logan.edu](mailto:emily.madden@logan.edu)

### Questions about regalia and announcements?

Contact: Emily Ratliff, 636-230-1881 [emily.ratliff@logan.edu](mailto:emily.ratliff@logan.edu)  
Jen Lewis, 636-230-1867 [jennifer.lewis@logan.edu](mailto:jennifer.lewis@logan.edu)

### Need assistance with hotel accommodations, Awards Breakfast or Ceremony?

Contact: Emily Ratliff, 636-230-1881 [emily.ratliff@logan.edu](mailto:emily.ratliff@logan.edu)  
Jen Lewis, 636-230-1867 [jennifer.lewis@logan.edu](mailto:jennifer.lewis@logan.edu)

### Do I have a locker?

Contact: Cheryl Maestas, 636-230-1870 [cheryl.maestas@logan.edu](mailto:cheryl.maestas@logan.edu)

### Do I have any library materials or fines?

Contact: Jocelyn Bermudez, 636-230-1746 [jocelyn.bermudez@logan.edu](mailto:jocelyn.bermudez@logan.edu)