

## Logan University Commencement Procedures

Due to the COVID-19 pandemic and the uncertainty it brings, the Fall 2020 Commencement and Graduation Award Ceremony will be virtual

### CEREMONY SCHEDULE

**Graduation  
Awards Ceremony  
December 18, 2020  
9:00 AM CST  
Logan.edu/graduation**

**College of Chiropractic  
Commencement Ceremony  
December 19, 2020  
10:00 AM CST  
Logan.edu/graduation**

**College of Health Sciences  
Commencement Ceremony  
December 19, 2020  
12:00 PM CST  
Logan.edu/graduation**

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

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

- **All Students** must complete the online Graduation Application form through the link below [Apply Here](#)
- Deadline for the Graduation Application is **Monday, November 2, 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 (If you are planning to attend the ceremony)

- Order Academic Regalia (cap and gown) by **Monday, November 16, 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, headwear (mortarboard for BS and MS, tam for DC and DPHE) and tassel.
- 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 until the requirements have been satisfied.
- You must contact Financial Aid to complete an exit interview.

### 4. CLEAR LOCKERS

- Contact [laura.kuennen@logan.edu](mailto:laura.kuennen@logan.edu) or 636-230-1870 to let Student Affairs know you are planning to graduate.
- If you are unsure of having a locker, you may find out by contacting [laura.kuennen@logan.edu](mailto:laura.kuennen@logan.edu) or 636-230-1870.
- If you do have a locker, it must be cleaned out of personal items by 5:00 pm December 14. Personal items left in lockers after this date will be turned into lost and found.

### 5. 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.
- You are welcome to have anyone hood you during the virtual ceremony. In fact, we encourage you to select someone who has supported you through your time at Logan to hood you during the virtual ceremony.
- Diploma's will be mailed approximately 6 weeks after the processing of final grades and will be mailed directly from the diploma vendor, Paradigm.

### 6. COLLEGE OF CHIROPRACTIC

- Because the ceremony is virtual, the attendance requirement for all College of Chiropractic candidates is waived for the December 19, 2020 ceremony.
- Diplomas will be mailed approximately 3 weeks after the ceremony and will be mailed directly from the diploma vendor, Paradigm.
- You are welcome to have anyone hood you during the virtual ceremony. In fact, we encourage you to select someone who has supported you through your time at Logan to hood you during the virtual ceremony.
- 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 [here](#).
- If you think you may be eligible for a Logan Legacy Award, please review the Logan Legacy policy [here](#). If you would like to apply for the Logan Legacy Award, fill out and submit the [form](#). You will be notified of approval once the form is submitted.

## 7. AWARDS CEREMONY

- The Awards Ceremony will be a virtual event held on **Friday, December 18, 2020** beginning at **9:00 am (CST)**. The virtual Award Ceremony will be streamed live on Logan University's website and will be available for download and on demand viewing following the ceremony.
- If you receive an award, awards will be mailed approximately 2 weeks after the virtual Award Ceremony.

## 8. COMMENCEMENT CEREMONY

- The College of Chiropractic Commencement Ceremony will be held virtually on **Saturday, December 19, 2020** beginning at **10:00 am (CST)**.
- The College of Health Sciences Commencement Ceremony will be held virtually on **Saturday, December 19, 2020** beginning at **12:00 pm (CST)**.
- Both Commencement Ceremonies will be live streamed on Logan's website. The website will feature a chat or comment section and a Commencement Ceremony program. On the Monday after Commencement, the ceremony will be available for download and on demand viewing.
- About 2 weeks after the ceremony, a package with a commemorative medallion and any awards received will be mailed to each graduate.
- About 6 weeks after the ceremony, diplomas will be mailed. This will be a separate mailing from the graduation package and will come directly from the diploma vendor, Paradigm.

## QUESTIONS?

### Am I eligible to graduate?

Contact: Office of the Registrar, [registrar@logan.edu](mailto:registrar@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: Jen Lewis, 636-230-1867, [jennifer.lewis@logan.edu](mailto:jennifer.lewis@logan.edu)

### Need assistance Graduation Awards Ceremony or Commencement Ceremony?

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

### Do I have a locker?

Contact: Laura Kuennen, 636-230-1870, [laura.kuennen@logan.edu](mailto:laura.kuennen@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)