

Logan University Commencement Procedures

Disclaimer: This information is tentative pending final planning decisions due to the COVID-19 pandemic and the uncertainty it brings.

CEREMONY SCHEDULE

Graduation Awards Ceremony

April 23, 2021 9:00 AM CST

logan.edu/graduation

Commencement Ceremony

April 24, 2021 10:00 AM CST

The Purser Center at Logan University

OR logan.edu/graduation

Congratulations! Our records indicate that you are on track for graduation after the successful completion of your Spring 2021 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, March 8, 2021 at 5:00 PM.**
- 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.

Am I eligible to graduate?

Contact: Office of the Registrar, registrar@logan.edu

2. ORDER ACADEMIC REGALIA (If you are planning to attend the ceremony)

- Order Academic Regalia (cap and gown) by **Monday, March 8, 2021 at 5:00 PM**
- Visit <http://colleges.herffjones.com/college/logan/> to order Regalia. There is no fee for the academic regalia. **However, shipping costs may be charged for orders placed after the March 8, 2021 at 5:00 PM deadline.**
- 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 take approximately 3 weeks to arrive.

3. CLEAR FINANCIAL HOLDS/BALANCES

- Clear outstanding balances, library materials or fines, or other issues by contacting Student Accounts 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.

Do I have a balance on my student account?

Contact: 636-230-1770, Student.Accounts@logan.edu

Do I have any library materials or fines?

Contact: Jocelyn Bermudez, 636-230-1746, jocelyn.bermudez@logan.edu

4. COMPLETE FINANCIAL AID EXIT COUNSELING

- The Office of Financial Aid will be sending out an email once your official exit packet, if applicable, for our department, has been prepped. Exit packets will be mailed out approximately 30 days prior to your graduation date. The steps you need to take to be cleared from our department will be provided in your individual exit packet, so please ensure you review your exit packet thoroughly.
- We will be utilizing the present address that is on file for the institution which can be found on your Self-Serve account. Please verify that the address on file is accurate and click [here](#) for assistance if you need to update your address.
- If you prefer to meet with someone in the Financial Aid office to discuss the contents of your exit packet, please schedule an appointment. Once you receive the exit email, you may request an appointment by emailing financialaid@logan.edu.
- **Failure to complete** all exit counseling items will result in a **HOLD** placed on your academic transcript until the requirements have been satisfied.

5. CLEAR LOCKERS

- Contact 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 or 636-230-1870.
- If you do have a locker, it must be cleaned out of personal items by 5:00 pm, April 19. Personal items left in lockers after this date will be turned into lost and found.

6. COLLEGE OF HEALTH SCIENCES

- **All candidates must complete steps 1 and 3 listed above in order to graduate.**
- Commencement Ceremony participation for the College of Health Science candidates is optional.
- 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. In the case of an in-person ceremony, guest hooders are not allowed.
- Diplomas will be mailed approximately 6 weeks after the processing of final grades and will be mailed directly from the diploma vendor, Paradigm.

7. COLLEGE OF CHIROPRACTIC

- The attendance requirement for all College of Chiropractic candidates is waived for the April 24, 2021 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. In the case of an in-person ceremony, guest hooders are not allowed.
- 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 have a form that needs to be completed by the Registrar's office, please email Registrar@logan.edu after completing your transcript request and attach the form to the email. Please keep in mind that we will automatically include a certified diploma copy with your transcripts that are going to state boards
- 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.

8. AWARDS CEREMONY

- The Awards Ceremony will be a virtual event held on **Friday, April 23, 2021** 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 the next business day following the ceremony.
- If you receive an award, awards will be mailed approximately 2 weeks after the virtual Award Ceremony.

9. COMMENCEMENT CEREMONY

- In the event that the Commencement Ceremony is in-person, the Logan University Commencement Ceremony will include both the College of Chiropractic and the College of Health Sciences and begin at **10:00 AM CST on Saturday, April 24, 2021** at the Purser Center.
- In the need to have a virtual ceremony, the College of Chiropractic Commencement Ceremony will be held on **Saturday, April 24, 2021** beginning at **10:00 AM CST**. The College of Health Sciences Commencement Ceremony will be held on **Saturday, April 24, 2021** 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.

Questions about regalia and announcements?

Contact: Jessica Goodman, 636-230-1889 jessica.goodman@logan.edu

Need assistance Graduation Awards Ceremony or Commencement Ceremony?

Contact: Emily Ratliff, 636-230-1881, emily.ratliff@logan.edu