

Logan University Commencement Procedures

An in-person commencement ceremony will be held for the College of Chiropractic and College of Health Sciences on Saturday, December 18, 2021 in the William D. Purser, DC Center on Logan University's campus.

The commencement ceremony will be live-streamed on our website for those unable to attend.

CEREMONY SCHEDULE

Graduation Awards Ceremony

College of Chiropractic

College of Health Sciences

December 17, 2021 at 9:00 AM CST

Commencement Ceremony

College of Chiropractic

College of Health Sciences

December 18, 2021 at 10:00 AM CST

Congratulations! Our records indicate that you are on track for graduation after the successful completion of your Fall 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, Nov. 15, 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, Nov. 15, 2021 at 5:00 PM**
- College of Chiropractic candidates click [here](#) to order Regalia.
College of Health Sciences candidates click [here](#) to order Regalia. There is no fee for the academic regalia. **However, shipping costs may be charged for orders placed after Monday, Nov. 15, 2021 at 5:00 pm.**
- 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

- **Exit packets will be mailed out approximately 30 days prior to your graduation date, by Nov. 19, 2021**
The Office of Financial Aid will be sending out an email once your official exit packet, if applicable, has been prepped. The steps you need to take to be cleared from Financial Aid will be provided in your individual exit packet, so please ensure you review your exit packet thoroughly.
- Exit packets will be mailed to your 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.
- Once you receive notification that your exit packet is prepped, if you prefer to meet with someone in the Financial Aid office to discuss the contents of your exit packet, you can schedule 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, December 13, 2021. 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.
- Guest hooding is allowed for the Doctorate degree. To read the Guest Hooding policy, please click [here](#). If you meet the requirements for a guest hooder, please complete the required form located [here](#).
- Diplomas will be mailed approximately 6 weeks after the processing of final grades and will be mailed directly from the diploma vendor.

7. COLLEGE OF CHIROPRACTIC

- **All candidates must complete steps 1 and 3 listed above in order to graduate.**
- Commencement Ceremony participation for the College of Chiropractic candidates is optional.
- Diplomas will be available to pick up at the awards ceremony or after the commencement ceremony. If you are unable to pick it up, please email Registrar@logan.edu to let them know where it can be mailed.
- Guest hooding is allowed for the Doctorate degrees. To read the Guest Hooding policy, please click [here](#). If you meet the requirements for a guest hooder, please complete the required form located [here](#)
- For candidates requiring forms and documentation for state licensing requirements, a transcript request should be submitted to the Office of the Registrar. Transcript requests can be submitted [here](#). If you have a form that needs to be completed by the Registrar's Office, complete your portion and attach it to the transcript request. The Registrar's office will complete their portion and it will be sent along with your transcript to its destination. 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 held in-person on **Friday, December 17, 2021** beginning at **9:00 am CST**.
- Breakfast will begin prior to the ceremony on **Friday, December 17, 2021** beginning at **8:00 am CST**.
- Guests are allowed and an RSVP is expected; an electronic invitation (Evite) will be sent to candidate's logan.edu email address.
- If you receive an award and are unable to attend the in-person ceremony, awards will be mailed approximately 2 weeks after the Award Ceremony. Awards will be mailed to your present address that is on file for the institution which can be found on your Self-Serve account. Please verify that the present address on file is accurate and click [here](#) for assistance if you need to update your address

9. COMMENCEMENT CEREMONY

- The Commencement Ceremonies will be held in-person.
- The College of Chiropractic Commencement Ceremony and the College of Health Sciences Commencement Ceremony will be held on **Saturday, December 18, 2021** beginning at **10:00 AM CST**.
- The commencement ceremony 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.
- For those unable to attend, 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 with Graduation Awards Ceremony or Commencement Ceremony?

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