

# LOGAN UNIVERSITY

## Logan University Commencement Procedures

### HOW TO ATTEND



An **In-Person** Commencement Ceremony will be held for the College of Chiropractic and College of Health Sciences on Saturday, April 26, 2025, in the William D. Purser, DC Center on Logan University's campus.



The Commencement Ceremony will be **Live-Streamed** on our website, [www.logan.edu](http://www.logan.edu), for those who are unable to attend.



### CEREMONY SCHEDULE

#### April 25, 2025

8:00 AM CST	Graduation Breakfast & Award Ceremony	College of Chiropractic College of Health Sciences
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#### April 26, 2025

10:00 AM CST	Commencement Ceremony	College of Chiropractic College of Health Sciences
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Questions or Need Assistance?

**Need assistance with Graduation Award Ceremony or Commencement Ceremony?**

Contact: Emily Ratliff, 636-230-1881  
[graduation@logan.edu](mailto:graduation@logan.edu)

# Congratulations!

Congratulations! Our records indicate that you are on track for graduation after the successful completion of your Spring 2025 coursework.

## NEXT STEPS

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

### 01. Graduation Application

- All students must complete the online **Graduation Application form** through the following link: [Apply Here!](#)
- **Deadline** for the Graduation Application is **Monday, March 24, 2025, 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](mailto:registrar@logan.edu).

Questions?

If you have any questions in the meantime, please feel free to email [registrar@logan.edu](mailto:registrar@logan.edu)

### 02. NameCoach

- Logan University utilizes **NameCoach technology** to ensure your name is pronounced correctly at the Commencement Ceremony. You will receive an email requesting you to complete the recording.

### 03. Order Academic Regalia (If you are planning to attend the ceremony)

- Order Academic Regalia (cap and gown) by **Tuesday, April 1, 2025, by 10:59 pm, CST.**
- College of Chiropractic and College of Health Sciences candidates can [click here to order regalia](#). There is no fee for the academic regalia.
  - However, shipping costs may be charged for orders placed **after April 1, 2025**
- Have your regalia mailed to your home, which will arrive approximately **3-4 weeks** after placing an online order. In the regalia package, you will receive a gown, hood and headwear (mortarboard for BS and MS, tam for DC, DHPE and Ed.D.) and tassel.
- Graduation announcements may also be ordered through the Herff Jones website and take approximately **4-5 weeks** to arrive.
  - Diploma frames may also be ordered through the Herff Jones website or the Logan University Bookstore.
  - DC, DHPE and Ed.D. diplomas measure 11"X14."
  - Undergrad and MS diplomas measure 8.5"X11."
- Candidates for graduation receiving **dual degrees should *only* order regalia corresponding to the highest degree they are being awarded.**

Questions?

**Questions about regalia?**

Contact: Jessica Goodman, 636-230-1889  
[graduation@logan.edu](mailto:graduation@logan.edu)

### 04. Clear Financial Holds/Balances

- **Clear outstanding balances**, library materials or fines, or other issues by contacting Student Accounts and the Library.
- **Failure to do so** will result in a **HOLD** placed on your academic transcript until the requirements have been satisfied.

Questions?

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

Contact: 636-230-1770, [Student.Accounts@logan.edu](mailto:Student.Accounts@logan.edu)

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

Contact: 636-230-1781, [library@logan.edu](mailto:library@logan.edu)

## 05. Complete Financial Aid Exit Counseling

- Exit paperwork will be e-mailed out approximately 30 days prior to your graduation date, to your Logan email address.
- The Office of Financial Aid will be sending out an email, approximately **45 days prior to graduation**, to all federal loan borrowers with the steps you will need to take to be cleared from Financial Aid. Please ensure you review that email thoroughly and pay attention to the "items to note."
- **Online exit counseling is required** for all federal loan borrowers.
- Completing exit counseling will give you information on the resources available to assist with repayment.

Questions?

If you have any questions in the meantime, please feel free to email [financialaid@logan.edu](mailto:financialaid@logan.edu)

## 06. Clear Lockers

- **Contact Student Affairs** at [studentaffairs@logan.edu](mailto:studentaffairs@logan.edu) or 636-230-1870 to let them know you are planning to graduate.
- If you do have a locker, it must be cleaned out of personal items by 5:00 pm, April 25, 2025.
- Personal items left in lockers after this date will be turned into lost and found.

Questions?

If you are unsure of having a locker, contact [studentaffairs@logan.edu](mailto:studentaffairs@logan.edu) or 636-230-1870.

## 07. College of Health Sciences

- **All candidates must complete steps 1, 4 and 5 listed above in order to graduate.**
- Commencement Ceremony participation for the College of Health Sciences candidates is optional.
- Diplomas will be mailed approximately 6 weeks after the processing of final grades and will be mailed directly from the diploma vendor to the address you have provided from your graduation application.
- **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](#).

## 08. College of Chiropractic

- All candidates must complete steps 1, 4 and 5 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 Commencement Ceremony. Diplomas not picked up will be mailed the week following the Commencement Ceremony.
- **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](#). If you would like to apply for the Logan Legacy Award, fill out and submit the [Logan Legacy Award form](#). You will be notified of approval once the form is submitted.

## 09. Award Ceremony

- The **Award Ceremony** will be held **on Friday, April 25, 2025, beginning at 9:00 AM CST**.
- The **Graduation Breakfast** will begin prior to the Award Ceremony on **Friday, April 25, 2025, beginning at 8:00 AM CST**.
- Guests are allowed, and an RSVP is expected; an electronic invitation will be sent to the 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 3 weeks after the Award Ceremony.
  - Awards will be mailed to the address provided on your graduation application.
- The Award Ceremony will be **live streamed** on Logan's website. The website will feature a chat, or comment section and an Award Ceremony program.
  - **On the Monday after the Award Ceremony**, the ceremony will be available for download and **on-demand viewing**.

## 10. Commencement Ceremony

- The Commencement Ceremony will be held in-person at Logan University in the Purser Center.
- The **College of Chiropractic and College of Health Sciences Commencement Ceremony** will be held on **Saturday, April 26, 2025, beginning at 10:00 AM CST.**
- Candidates for graduation should arrive at the **Purser Center at 9:00 AM CST.** Doors to the auditorium will also open at **9:00 AM CST** for any guests wanting to reserve seats. A light reception will immediately follow the Commencement Ceremony.
- Candidates receiving dual degrees will be recognized during their highest degree they are being awarded.
- 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, approximately **3 weeks after the ceremony,** any awards received will be mailed to each graduate.
- College of Chiropractic diplomas will be mailed the week after graduation if not picked up at the Commencement Ceremony.
  - Keep in mind, they are mailed USPS from Logan and may bend in transit. If that happens, the student will need to reorder a new diploma from the vendor for \$25.
- College of Health Sciences diplomas will be mailed approximately 6 weeks after the processing of final grades and will be mailed directly from the diploma vendor.

## 11. Celebrate!

- **Customize your celebration** with [Logan University digital downloads.](#) Zoom backgrounds, logos, flier templates and more are [available for free download here.](#)
- **Students, parents, friends, and guests can order special gift items,** including t-shirts featuring all graduate names and fresh flower bouquets from [The Commencement Group!](#)
- **Orders can be placed until 9 am on Friday, April 25, 2025.** All online orders will be available for pickup onsite on the day of the Commencement Ceremony.
  - To retrieve your order, please stop at The Commencement Group booth located conveniently in the Purser Center lobby the morning of graduation before the ceremony begins.

## 12. Forget Anything?

- Logan University's graduation page is your go-to resource for everything graduation – [www.logan.edu/graduation](http://www.logan.edu/graduation).