

October 14, 2015

TO: Dr. Andrew Hippisley, Chair University Senate

FROM: Holly Hatfield, Degree Certification Officer, College of Arts & Sciences and Dr. Ruth Beattie, Associate Dean of Advising, College of Arts & Sciences

SUBJECT: Late Degree Addition – May 2015

1. Student Name: Student GC-69
2. Student Number:
3. Expected Degree and Major: Bachelor of Arts – Psychology May 2015
4. The student has not yet received his degree - an application for a BA in Psychology is on file for the December 2015 degree date.
5. On 1/20/2015, GC-69 requested to change his degree program in the A&S Advising Center from a B.S. in Psychology to a B.A. in Psychology while also adding Spanish and Anthropology minors.
The staff member responsible for processing such requests added the two minors to the student's records but failed to enter the degree change from B.S. to B.A. in Psychology.
6. On 2/23/15 the student filled out a paper degree application for his intended degree program (B.A. in Psychology). The staff member responsible for processing such requests failed to notice that the student had applied for the B.A. in Psychology and so entered the degree program as the B.S. in Psychology (the program in SAP due to the error of 1/20/15).
7. As a result of these two administrative errors the student did not receive his degree in May 2015. The student was not at fault in this case. Attached is the correspondence sent by the Degree Certification Officer to the student after the May 2015 graduation date.
8. At the beginning of the semester in which they intent to graduate, each student receives an email from the College confirming the student's degree program (effective since August 2015 graduation date). In addition an update has been requested for the major change kiosk wherein a student will be asked if they have applied to graduate when they are submitting degree program changes. The staff members involved in this case are receiving additional training.
9. Due to these two administrative errors, the College of Arts & Sciences does not feel GC-69 should be penalized and his transcript should reflect the degree being awarded with a May 2015 date.