

Brothers, Sheila C

From: Early, Suanne
Sent: Wednesday, July 27, 2016 5:45 PM
To: Brothers, Sheila C
Subject: May 2016 Degree Change Request [REDACTED]

Dear Sheila,

The Registrar's Office has notified me about an inconsistency in the record of a College of Communication and Information student who was on the May 2016 graduation list approved by the Board of Trustees. The degree approved by the Board does not match with the completed degree. The student applied for a specific degree and then changed the degree after submitting the application. When I reviewed the list I was not aware that changing the degree was a problem. At that time I assumed that the system would update the information, so I did not catch this change.

This email is to request that the Board approve the degree the student chose and completed. Here are the specifics about this situation:

[REDACTED], [REDACTED], applied for a Bachelor of Arts (B.A.) degree, Media Arts & Studies major, on October 6, 2015. She changed to a Bachelor of Science (B.S.) degree, Media Arts & Studies major, on October 21, 2015. It is the same major, but different degree. The B.A. degree was approved for May, but [REDACTED] has fulfilled the B.S. degree requirements.

Please consider this request to change the approved May 2016 degree for [REDACTED] from a B.A. to a B.S., Media Arts & Studies major.

Should you need any additional information, do not hesitate to ask.

Thank you.
Suanne

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