

College of Arts and Sciences Student HA-81

July 17, 2017

TO: Dr. Katherine McCormick, Chair University Senate

FROM: Dr. Ruth Beattie, Associate Dean, College of Arts & Sciences

SUBJECT: Late Degree Addition – May 2017

1. Student Name: [REDACTED]
2. Student Number: [REDACTED]
3. Student Degree and Major: Bachelor of Science - Biology
4. Expected Degree: Bachelor of Science – Biology, May 2017

5. The student applied for a December 2016 degree. This degree was denied as the student had not completed all of the degree requirements by that date.
6. The student's graduation application was rolled over to May 2017.
7. When the December 2016 degree was denied in SAP, the May 2017 application was also accidentally denied. This was an administrative error.
8. As of May 2017, the student has completed all of the requirements for the Bachelor of Science in Biology.
9. Staff are receiving additional training on the use of SAP to view student degree applications to verify receipt of applications as well as how to determine the status of the application.
10. Due to the aforementioned administrative error, the College of Arts & Sciences feels that the Bachelor of Science degree in Biology should be awarded to the student for the May 2017 degree date.

