

Student CM-33

January 26, 2018

TO: Dr. Katherine McCormick, Chair University Senate
FROM: Dr. Ruth Beattie, Associate Dean, College of Arts & Sciences
SUBJECT: Late Degree Addition – December 2017

Student Name: [REDACTED]
Student Number: [REDACTED]
Student Degree and Major: Bachelor of Arts in Geological Sciences
Degree to be Awarded: Bachelor of Arts in Geological Sciences, December 2017

The student had completed all of the requirements for the geological sciences degree by the end of the Fall 2017 semester.

The student missed the online application deadline and submitted a paper application for the degree on 9/27/17.

As a result of a clerical error, the application was not entered into SAP. This resulted in the student being left off the December 2017 degree list.

Due to the aforementioned clerical/administrative error, the College of Arts & Sciences feels that the Bachelor of Arts degree in Geological Sciences should be awarded to the student for the December 2017 degree date.

The College has implemented additional clerical processes and checks to prevent a repeat of this type of error.