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Please find below the most recent version of the proposed new Senate rule concerning policy for the degree list. The recommendation arose from the Senate Council retreat, which provided a starting draft for the Senate Rules and Elections Committee to further edit. We believe the draft below is ready for further consideration and action by the Senate Council. This rule formalizes the role and procedures of the Senate Council, and Senate Council Chair, to add a name to the degree list that was omitted due to administrative error or about which there is a circumstance of extraordinary hardship.

Davy Jones, Chair
Senate Rules and Elections Committee

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SR 5.4.1.10 Late Addition to Degree List

A. Approval of Late Addition to Degree List

The elected Faculty Senators approve the candidates for academic degrees to be submitted to the Board of Trustees (GR II.E.2.b.4; GR IV.A). Effective processing of applications for degrees requires responsible compliance with the calendar deadlines established by the University Senate and that these deadlines be clearly communicated to all students. A student who has not submitted by the respective deadline an application to graduate in December, May or August will not be included on the degree list approved by the elected Faculty Senators for submission to the Board of Trustees, except as provided below.

In each case below, the elected faculty representatives on the Senate Council (SC) will make the final decision on whether to grant the petition to add the student to the degree list and, if necessary due to time limitations, act for the University Senate to approve the degree list itself (SR 1.3.1.2). If a decision is necessary on a petition concerning a degree list (i) for which the SC will not meet again prior to Senate action or (ii) that has already been approved by the University Senate (or by SC on the Senate’s behalf) and the SC will not meet again prior to the scheduled Board of Trustees action on the list, then the SC Chair can decide whether the petition will be granted and if favorable add the student to the degree list that will then be acted upon.

B. Omission Due to Administrative Error

In cases where failure to be on the degree list is due to administrative error, the petitioning student will be added to the degree list. Petitions for late addition to a degree list must be submitted to the Senate Council Office and must include documentation from the office of the dean of the college clearly stating the nature and circumstances of the administrative error.

C. Demonstration of Extraordinary Hardship

In cases where failure to be included on the degree list is not due to administrative error, a hardship petition may be submitted to the Senate Council Office. The hardship petition must be submitted no later than four business days prior to the scheduled date of action of the Board of Trustees on the degree list in question. (For the schedule of meetings of the Board of Trustees, [click here](#)). A hardship petition must include the information below and must be submitted as a complete packet through the office of the dean by the academic director of the degree program. The dean shall also add to the packet a letter containing his or her analysis of the merits of the petition. Petition packets that do not include all information specified below will be denied. Submission of a complete hardship petition does not guarantee that the request for exception will be granted.

- (1) A one-page, signed statement from the student specifying the exact nature of the extraordinary hardship that will occur due to failure to be included on the degree list in question;
- (2) Documentation, including contact information, for verification of the facts presented in (1) above;
- (3) Letter of support from the academic director of the degree program that includes the student's name, UKID, major and degree.
- (4) A description from the student describing the circumstances that prevented the student from applying prior to the established deadline. (Failure to be aware of the deadline is not an acceptable excuse).