

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 2014

1. Student Name: FK-92
2. Student Number:
3. Degree already awarded: Bachelor of Science – Biology with a second major in French
May 2014
4. Degree to be rescinded: Bachelor of Science – Biology with a second major in French May 2014
5. Expected Degree(s): May 2014 two degrees: Bachelor of Science – Biology
Bachelor of Arts – French
6. May 2014 the student earned a BS in Biology with a second major in French
7. The student contacted the A&S Advising Center on 1/23/2014 via email and requested a second degree in French be added to her academic record. The student had previously declared a second major in French.
The A&S Advising Center verified this request that the student wanted to earn a BS in Biology and a BA in French.
However, the staff member responsible for making this change did not make it in SAP and therefore a double major degree instead of a double degree was posted for May 2014.
The student contacted the Graduation Certification Office on 9/1/2015 and the error was discovered.
1. All A&S Advising Center employees and student workers as well as all A&S academic advisors have been updated on the policy regarding dual degree conferral. All students with Arts & Sciences double majors and more than 144 earned hours are contacted about their option for a dual degree. 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 member involved in this case is receiving additional training.
8. The staff member involved is receiving additional training.
9. Due to the aforementioned administrative error, the College of Arts & Sciences does not feel FK-92 should be penalized and her transcript should reflect both degrees awarded with a May 2014 date.