

Student FM-47

November 19, 2015

TO: Dr. Andrew Hippisley, Chair University Senate

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

SUBJECT: [REDACTED]
Petition to change degree from BA in Biology to BS in Biology

1. Student Name: [REDACTED]
2. Student Number: [REDACTED]
3. Student Current Degree and Major: Bachelor of Arts in Biology, August 2015
4. Degree to be rescinded: BA in Biology degree (August 2015)
5. Degree to be awarded: BS in Biology degree (August 2015)
6. The student entered the University of Kentucky in Fall 2007 and declared the BS in Biology degree program.
7. Due to a chronic health issue, the student withdrew from the university at the end of the Fall 2014 semester (12/17/14). A FERPA release was on file for this student (6/6/2012). The student's mother ([REDACTED]) began communicating with [REDACTED]'s academic advisor, the Graduation Certification Officer, and the Associate Dean for Advising (A&S).
8. The student's mother asked that we identify the quickest way for her son to complete a degree at UK.
9. On review of the student's records it was determined that the student needed 6 credit hours of coursework to complete the "new" BA in Biology degree (program year 2011), and 12 credit hours of coursework to complete the BS in Biology degree (program year 2007). Program year 2011 was the first year that the revised BA in Biology degree program was offered.

The 12 credit hours required for the BS in Biology included BIO 350(4 cr hrs), 5 credit hours of upper-level biology elective courses and a cross-cultural course.

The six credit hours required for completion of the BA in Biology included a cross-cultural course and a 300+ level course to complete the topical focus course cluster required of the BA in Biology.
10. Returning to the University of Kentucky campus for Spring 2015 was not an option for the student.

11. The student's mother gave permission for the student's degree program to be changed from the BS in Biology to the BA in Biology. This change became effective on 12/22/14. Documentation attached.
12. The requirements for the BA in Biology differ from those required for the BS in Biology. Students pursuing the BA in Biology must complete either a minor in any discipline other than biology, or complete a 12 credit hour cluster of courses that have a theme to them. This cluster of courses has to be manually programmed into the student's APEX record and applied to the BA requirements. These courses were, in error, programmed into APEX for program year 2007 instead of program year 2011 (1/6/2015).

The graduation writing requirement (GWR) for both the BS and BA in is satisfied by completion of BIO 350. Prior to 2011, students could satisfy the GWR requirement by completion of a 200+ level English courses. The student had completed ENG 203 in Fall 2008 and so had satisfied the GWR. An exception was entered into APEX waiving the requirement that the student complete the GWR with BIO 350 (1/6/2015).

13. The student transferred two history courses into the University of Kentucky from Northern Kentucky University and these were applied to the student's BA in Biology degree requirements. This completed the requirements for the BA in Biology degree.
14. The student submitted a Degree Application for an August 2015 degree on 5/28/15. The degree program was listed on the form as "bachelor's" and was processed under his current program (BA).
15. On 7/15/15 the student made a request to the Graduation Certification Officer for a letter detailing his progress towards a Bachelor of Science degree. When a "what if" degree audit was run for the BS in Biology, it appeared that the student had completed the requirements for the BS in Biology degree. The Graduation Certification Officer provided the student with a letter stating that the student had satisfied the requirements for the BS in Biology. The student has been using this letter in job applications to verify completion of his degree.
It was later discovered that when APEX was first set up, that the BS and BA Biology programs were coupled. This meant that the GWR exception and the cluster of thematic courses were incorrectly filtering into, and being applied to the BS degree audit.
16. The Bachelor of Arts in Biology degree, which was the degree program submitted for University approval, was awarded in August 2015 (8/6/2015)
17. The student has not completed the requirements for the BS in Biology degree. The student needs to complete the following to satisfy the BS in Biology degree requirements: BIO 350 (4 cr hr) and 5 credit hours of upper level biology electives.
18. As the student received an official letter stating he had earned the BS in Biology degree and has been using that letter in job searches, it is requested that his Bachelor of Arts in Biology degree (August 2015) be rescinded and a Bachelor of Science in Biology degree (August 2015) be awarded.

19. The circumstances of this petition are due to a combination of technical and administrative errors. The technical error in APEX has now been corrected. The BS and BA biology degree programs have been uncoupled in APEX. The staff members involved are receiving additional training. Additional administrative procedures have been put in place to prevent errors of this type from recurring.

Lewis, Daniel J

From: Lewis, Daniel J
Sent: Monday, December 22, 2014 3:21 PM
To: Koshurba, Megan E
Subject: [REDACTED]

Megan,

Will you please change this student's BS to a BA in BIO. There is a long story here, but Dr. Beattie knows about it. Just call me if you have questions. thanks.

Joe Lewis
Academic Advisor
College of Arts and Sciences
327 Patterson Office Tower
Email: djlewis@uky.edu
Phone: 859 257 8005



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From: [REDACTED] [mailto:[REDACTED]@gmail.com]
Sent: Monday, December 22, 2014 2:42 PM
To: Lewis, Daniel J
Cc: Beattie, Ruth E
Subject: RE: [REDACTED]

Go ahead and change it to a b in biology. [REDACTED]

----- Original message -----

From: "Lewis, Daniel J" <joe.lewis@uky.edu>
Date: 12/22/2014 2:14 PM (GMT-05:00)
To: "[REDACTED]" <[REDACTED]>
Cc: "Beattie, Ruth E" <rebeat1@email.uky.edu>
Subject: [REDACTED]

Ms. [REDACTED],

It was very nice talking to you, below is what we discussed. I hope you have a great holiday! I will be here tomorrow and I'll be happy to meet with you after 1/5/15.

██████ needs to change from A BS to a BA in Biology.

He needs Six hours of Humanities. 300 level or above.

Needs 3 hours cross cultural, 300 level or above.



USP - CROSS CULTURAL REQUIREMENT

COMPLETE 1 OF THE FOLLOWING COURSES:

SELECT FROM: ART HISTORY: A-H 102, 103, 104, 308, 310

AF. AM. STUDY: AAS 254, 263, 264, 326, 328, 336, 417G

ANTHROPOLOGY: ANT 130, 160, 221, 222, 225, 241, 242, 311,

ANT 320, 321, 322, 324, 326, 327, 329

ARABIC/ISLAMIC: AI 328, 330

CHINESE: CHI 320, 321, 330, 331

ED. POLICY ST: EPE 555

ENGINEERING: EGR 240

ENGLISH: ENG 260, 283

FAMILY STUDIES: FAM 258

FRENCH: FR 263

GNDR/WMN STU: GWS 300, 302

GEOGRAPHY: GEO 131, 160, 161, 162, 163, 164, 255, 260, 261,

GEO 324, 328, 330, 332, 333, 334, 336

GERMAN: GER 342, 343

HISTORY: HIS 206, 207, 254, 295, 296, 536, 548, 549, 550,
HIS 561, 562, 593, 597, 598

JAPANESE STUDY: JPN 283, 320, 321, 334, 351

LAT. AM. STUDY: LAS 201

MERCHANDISING: MAT 247

MDRN/CLSS LANG: MCL 324

MUSIC:

Hatfield, Holly N

From: [REDACTED]
Sent: Monday, November 02, 2015 3:53 PM
To: Hatfield, Holly N
Subject: Regarding [REDACTED]

To The Senate Council of the University of Kentucky,

I am requesting a change in the records for [REDACTED] regarding his degree from a Bachelor of Arts Degree to a Bachelor of Science Degree in Biology. It was our understanding that per the attached letter from Holly Hatfield dated July 15, 2015, that [REDACTED] had completed all of the requirements for a Bachelor of Science Degree in Biology, yet he just received a Diploma for a BA degree.

In talking with Holly Hatfield today, it is my understanding that this change may have been made by Joe Lewis, [REDACTED]'s Advisor last December, 2014 after I had contacted him when [REDACTED] was in the hospital being treated for a medical condition related to his diabetes. At that time, Mr. Lewis suggested to me that to facilitate his graduation, the degree should be changed to a Bachelor of Arts Degree. I did not recognize the difference between a BS and BA degree and any subsequent consequences of this change and accepted his rationale at that time. [REDACTED] was never involved in this discussion as he was hospitalized and not aware of any changes that may have been made to his record.

[REDACTED] is currently interviewing for positions using the verification letter confirming that he has completed all requirements for a BS Degree in Biology from the University of Kentucky and this degree was to be posted to [REDACTED]'s transcripts in August, 2015. I would appreciate your consideration to change the record from a BA degree to a BS degree as he has completed all of the requirements as confirmed in the July, 2015 letter. Thank you for your assistance and cooperation in clarifying this matter.

Respectfully,

[REDACTED]

Please Print or Type

Application for Degree

NOTE: Diplomas are usually mailed 45-60 days after graduation.

Student #: 910174402
State Full Legal Name to Appear on Diploma



Name: _____
Last First Middle Initial (if applicable)

Semester You Expect to Graduate: August Year: 2015 Degree Applying For: Bachelors
First Attended UK: Fall 2007 Currently Enrolled? YES NO College: Arts & Sciences

Major 1: Biology Major 2: _____ Minor (if declared): _____

Mailing Address for Diploma: _____
Number & Street City State Zip Code

Hometown: _____ Ethn/o Origin: White Sex: _____
City State County

Local Address: _____ Local Phone: _____
Number & Street City State Zip Code

Signature: _____ Date: 5/28/15

Degree Code: _____	Major 1 Code: _____	Major 2 Code: _____	Minor Code: _____
Distinction: _____	Honors: _____		

Fill out the application cards completely.
Print the application.
Sign and date both applications.
Send/drop off application to address below, before deadline.
Insert Enroll Address: _____

NOTE:
If you are applying for 2 degrees, you will need to fill out a total of 4 applications: 2 for each degree.
Apply by November 30th for degrees awarded in May.
Apply by February 28th for degrees awarded in August.
Apply by June 30th for degrees awarded in December.
If you are applying after a deadline, your application(s) may or may not be accepted. You will be contacted by the Graduation Certification Officer once your application is processed.

A&S Student Services Office
University of Kentucky,
311 Patterson Office Tower
Lexington, KY 40506-0027

Please Print or Type

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Student #: 910174402
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Semester You Expect to Graduate: August Year: 2015 Degree Applying For: Bachelors
First Attended UK: Fall 2007 Currently Enrolled? YES NO College: Arts & Sciences

Major 1: Biology Major 2: _____ Minor (if declared): _____

Mailing Address for Diploma: _____
Number & Street City State Zip Code

Hometown: _____ Ethn/o Origin: White Sex: _____
City State County

Local Address: _____ Local Phone: _____
Number & Street City State Zip Code

Signature: _____ Date: 5/28/15

Degree Code: _____	Major 1 Code: _____	Major 2 Code: _____	Minor Code: _____
Distinction: _____	Honors: _____		



College of Arts and Sciences

Office of the Dean
213 Patterson Office Tower
Lexington, KY 40506-0027

859 257-5821
fax 859 323-1073

dean@caas.uky.edu

13 November 2015

To Whom It May Concern:

■■■■■ ■■■■■ has completed all of the requirements for a Bachelor of Science in Biology degree from the College of Arts and Sciences at the University of Kentucky. The degree will be posted to the student's transcript in August but until then, please consider this letter as official documentation of the student's completion of the above degree program.

If you have any questions or need additional information regarding this letter, please call my office at (859) 257-4375, or email me at holly.hatfield@uky.edu.

Sincerely,

A handwritten signature in cursive script that reads "Holly Hatfield".

Holly Hatfield
Degree Certification Officer
College of Arts & Sciences
University of Kentucky