

Student BK-29

February 25, 2016

TO: Dr. Andrew Hippisley, Chair University Senate

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

SUBJECT: Late Degree Addition – August 2015

1. Student Name: [REDACTED]
2. Student Number: [REDACTED]
3. Degree to be awarded: Bachelor of Arts – International Studies, August 2015
4. The student applied for a May 2015 degree. The Graduation Certification Officer contacted the student (via email) on 6/8/2015 and 6/9/2015 informing her that her May 2015 degree application was denied and that a new application needed to be filed for a later degree date. The degree application was denied because the degree requirements had not been completed.
5. The student contacted her advisor on 6/22/2015 and was told to complete, in-person, a paper degree application with Arts and Sciences for an August 2015 degree.
6. There is no record (electronic or hardcopy) that the student submitted a degree application for August 2015.
7. The student maintains that a degree application was turned in to the Arts and Sciences main office. The student contacted her advisor again on 9/9/2015 asking when she could expect to receive the degree and her advisor explained that diplomas may take up to three months and that the degree would be posted on her transcript. The student ordered a transcript and the degree was not posted. She contacted her advisor and the error was discovered.
8. There is no record (electronic or hardcopy) that the student submitted a degree application for December 2015. The student filed a paper application for a May 2016 degree on 12/1/2015.
9. Advisors have received 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. Based on the student being informed by her advisor that her degree would be posted on her transcript, the student has requested that a petition for late degree addition be made on her behalf and that the Bachelor of Arts degree in International Studies be awarded for the August 2015 degree date.

Brothers, Sheila C

From: Cooper, Sean R
Sent: Thursday, March 17, 2016 3:23 PM
To: Brothers, Sheila C
Subject: A&S Senate petition (BK-29)

RE: A&S Senate petition (BK-29)

I do not see any issues, as it relates to the official student record, with the statements in this appeal. Some background information that may be helpful:

The Sp15 degree application was rejected by the college after the spring term for failure to meet A&S BA degree requirements (min. 39 hours of 300+ level course work). This requirement was completed during summer 2015. Two 300+ level courses were dropped during the Sp15 term. The student would have been unable to submit an online degree application at that time (August degree application deadline was 28 Feb.) and would have had to applied via paper application through the college prior to the second August list of degree candidates being submitted to the University Senate and Board of Trustees. This office cannot confirm the (non)submission of a paper degree application to the college.

The following screenshot from the student's degree audit supports the May degree application needing to be denied and that the student enrolled in a summer course to complete the final degree requirement:

✓ A&S COLLEGE CORE - 300+ LEVEL HOUR REQ (39 MINIMUM)

EARNED: 40.00 HOURS
1) COMPLETE AT LEAST 39 HOURS AT THE 300+ LEVEL

FOR A BACHELOR OF ARTS DEGREE

FA13 HIS 355 001	3.00	C	TOPS NON-WEST HIS SNC 1789:JA
SP14 ANT 324 001	3.00	B	CONTEMP LATIN AM CULTURE
SP14 GER 361 001	3.00	C	GERMAN CINEMA
			>GW
S214 FR 310	3.00	TA	FRENCH CIVILIZATION/CULT
			002002 :FREN323
S214 FR 410	3.00	TB	FREN LIT 20TH CENT
			002002 :FREN426
S214 ISP 599 020	1.00	P	STUDY ABROAD
FA14 CLA 331 001	3.00	B	GENDER & SEXUALITY IN ANTIQUI
			>GW
FA14 FR 470G001	3.00	C	TOPICAL SEMINAR I: GHOSTS, VA
			>GW
FA14 INT 350 001	3.00	B	SPC TOPS IS: DIPLOMACY & INTR
SP15 FR 335 001	3.00	B	HONORS WAR, LITERATURE, FILM
SP15 INT 495 004	3.00	C	CAP SEM IS MJRS: WAR PEACE NA
			>GW
SP15 PS 391 201	3.00	D	SP TOP IN PS: GLOBAL CONFLICT
S215 A&S 350 220	3.00	C	PERSONAL STRENGTHS & CAREER D
FA14 EXP 396 020	3.00	P	EXPERIENTIAL EDUCATION:A&S