

Student EJ-37

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 Awarded : BBA in Finance (Dec 2013)
4. Degree to be awarded: Bachelor of Science – Mathematics, May 2014
5. The student submitted a degree application on 12/2/2013 for a May 2014 degree. As this was past the deadline for online degree application for May 2014, the degree application was submitted in person using a paper application.
6. The deadlines for degree applications overlap; paper applications for one term are still being accepted at the same time as the paper applications are being accepted for the next term. A staff member incorrectly filed the May 2014 application with the December 2013 paper applications that were completed. As a result the student's degree application was not posted in SAP.
7. The student contacted the Arts and Sciences main advising office and was incorrectly told that his Arts and Science degree had posted. The student had previously applied for a degree in Business and Economics, which had been awarded in December 2013. The staff member incorrectly identified the awarding of the B&E degree with the B.S. in Mathematics degree application. The student has not received a diploma for the Bachelor of Science degree in Mathematics and contacted the Degree Certification Officer on 11/17/2015 who discovered the error.
8. The front desk staff and student workers have received additional training on the use of SAP to view student degree application status.
9. Due to the aforementioned administrative error, the College of Arts & Sciences feels that the Bachelor of Science degree in Mathematics should be awarded to the student for the May 2014 degree date.

## Brothers, Sheila C

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**From:** Cooper, Sean R  
**Sent:** Thursday, March 17, 2016 1:17 PM  
**To:** Brothers, Sheila C  
**Subject:** A&S Senate petition (EJ-37)

This office has no additional information or comments to provide on the appeal for EJ-37.

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**Sean Cooper, Ed.S.** | Senior Associate Registrar | University of Kentucky

10 Funkhouser Bldg. | Lexington, KY 40506-0054 | 📞 859.257.7157 | 📠 859.257.7160 | ✉ [sean.cooper@uky.edu](mailto:sean.cooper@uky.edu) |

🌐 [www.uky.edu/registrar](http://www.uky.edu/registrar)



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