



College of Communication
and Information
Office of Student Services
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Lexington, KY 40506-0042
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June 1, 2016

Dear UK Senate Council Chair,

As the Director of Student Affairs, I certify the degrees for the College of Communication and Information. In working through the certification of degrees for May 2016 candidates from our college, I discovered that [REDACTED], is listed with a B.S. degree in Communication. This should be a B.A. degree in Communication. She has completed all the B.A. requirements. The listing mistake is due to administrative error.

According to SAP, [REDACTED] submitted a degree application September 22, 2015, and then changed her degree from B.S. to B.A. on October 19, 2015. I was new to the job at that time and thought that the change in degree would update all areas in SAP. With the discovery of this mistake I have learned that a change in degree does not update the degree application and that an adjustment to the degree application is required.

I hope this is sufficient explanation for you to approve the degree change and that [REDACTED] can receive the B.A. – Communication degree she has earned. Please let me know if you need any additional information.

Thank you,

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