

**MEMORANDUM**

To: University Senate Council

From: Holly Hatfield, Registrar of College of Law

Re: Retroactive Degree for Law Student – [REDACTED]

Date: July 12, 2017

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UKID: [REDACTED]

Degree/Major: Juris Doctor/Law

Degree list on which the student should have been included: May 2017

Explicit description of the nature and circumstance of the administrative error:

[REDACTED] applied for a May 2017 degree in March 2017. At that time, the College of Law did not have a Registrar and the application was not entered. It was not until the current Registrar, Holly Hatfield, began posting degrees that this error was found. In order to correct any potential future such issue, the new Registrar is using the UK Law website to monitor and record student degree applications. The Registrar is also working directly with UK Law IT in order to reduce these issues proactively.