

Student BJ-32

January 26, 2018

TO: Dr. Katherine McCormick, Chair University Senate  
FROM: Dr. Ruth Beattie, Associate Dean, College of Arts & Sciences  
SUBJECT: Late Degree Addition – December 2017

Student Name: [REDACTED]  
Student Number: [REDACTED]  
Student Degree and Major: Bachelor of Arts in Psychology  
Degree to be Awarded: Bachelor of Arts in Psychology, December 2017

The student is a Project Graduate student and had been working with the Registrar's Office on completion of the psychology degree requirements.

The student was omitted from the December 2017 degree list due to a miscommunication between the Registrar's Office and the College of Arts and Sciences.

The College received an email from the Registrar's office that the student had completed the degree requirements for the psychology degree. We did not receive an *Application for Degree* from the student. It was not realized that the student had not been told to submit a degree application, until the application window had closed.

This was a miscommunication between the two offices.

Due to the aforementioned communication error, the College of Arts & Sciences feels that the Bachelor of Arts degree in Psychology should be awarded to the student for the December 2017 degree date.