



College of Agriculture, Food and
Environment
Advising Resource Center
Office of Academic Programs
N8 Agricultural Science Building
Lexington, KY 40546-0091
(859) 257-3468

www.ca.uky.edu/academics

April 15, 2016

Sheila Brothers
Office of Senate Council
University of Kentucky
203E Main Bldg.
Lexington, KY 40506-0332

Dear Sheila:

I am writing to request the late addition of [REDACTED] to the December 2015 graduation list due to an administrative error. I entered her degree application on August 17, 2015 for December 2016 instead of December 2015. Her information is below.

[REDACTED]
[REDACTED]

B.S. in Agriculture
Individualized Curriculum – Sustainable Agriculture
December 2015

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads 'Susan M. Skees'.

Susan M. Skees
Director of Academic Services