



RESPONSIBILITIES OF THE OFFICE OF THE REGISTRAR

The Office of the Registrar is responsible for ensuring that each current and former student's record accurately reflects the student's admission including the application, external transcripts and letters of recommendation; course registration; grades; grade changes; academic standing and disciplinary proceedings; degrees; leaves of absence; withdrawals; requests for the release of non-directory information including transcripts; requests for changes to bio/demographic information; and all related correspondence. Where applicable, the Office of the Registrar also accurately records external professional examination performance, such as the United States Medical Licensing Examination, where this is a required component of the degree. The Office of the Registrar also maintains a record of post-graduate positions such as residency placements. At the same time, the Office of the Registrar is responsible for protecting each current and former student's record, ensuring that information is released only as allowed by the Family Educational Rights and Privacy Act and applicable institutional policies.

The Office of the Registrar receives and verifies information for each student's record from various sources including but not limited to admitting offices, institutional and school committees, deans, faculty and designated staff as well as external agencies and students themselves.

The Office of the Registrar has an obligation to accurately report information from student records in aggregate or otherwise as required by federal or state regulations, for accreditation purposes, and/or institutional policy and practice, including but not limited to the Integrated Postsecondary Education Data System, National Student Clearinghouse, National Council on State Authorization and Reciprocity Agreements, the Veteran's Administration, Higher Learning Commission, Accreditation Council for Pharmacy Education, Liaison Committee on Medical Education, and the State of Wisconsin.

DUTIES OF THE OFFICE OF THE REGISTRAR

The Office of the Registrar maintains the course catalog and ensures it accurately reflects courses approved by each school's respective committee.

The Office of the Registrar coordinates the registration process for each fall, spring and summer term.

The Office of the Registrar collects and maintains final grades for all schools and programs within the institution, changes final grades as requested by appropriate faculty, ensures final grades are entered on a timely basis, and changes incomplete grades according to institutional and school policies. The Office of the Registrar monitors and protects the grading process, and distributes a missing grades report to each school for follow up.

The Office of the Registrar records all academic standing and disciplinary decisions and at a minimum, retains the initial notification letter to the student, the student's appeal letter(s), any hearing minutes or notes, and final outcome letter(s).

The Office of the Registrar records all board scores that are considered degree requirements.

The Office of the Registrar records post-graduate placements coordinated through the institution on behalf of the schools and programs.

The Office of the Registrar conducts degree audits in conjunction with each school within the institution, procures diplomas, posts degrees and reports graduates to the U.S. Department of Education via the National Student Clearinghouse for all schools within the institution.

The Office of the Registrar records leaves of absence and withdrawals and reports same to the U.S. Department of Education via the National Student Clearinghouse for all schools within the institution.

The Office of the Registrar produces official transcripts, and verifies dates of attendance, enrollment, degrees, graduation dates, academic and disciplinary standing and other information as requested and authorized by current and former students on behalf of all schools and programs within the institution, or as otherwise required by law.

The Office of the Registrar modifies bio/demographic information including but not limited to names, citizenship, race/ethnicity, residency status in the state of Wisconsin, for all current and former students upon verification. The Office of the Registrar reports changes to this

information as allowed by FERPA and as required by federal or state regulations.

The Office of the Registrar retains academic records in perpetuity.

The Office of the Registrar conducts other duties as assigned and appropriate for its role within the institution.