UW REGULATION 8-246
Registrar

I. PURPOSE

To establish the responsibilities and functions of the Registrar.

II. DESIGNATION

The Office of the Registrar shall consist of a Registrar and his appointed staff. Under the administrative supervision of the Vice President for Student Affairs, the Registrar shall be responsible for the planning, organizing, staffing, directing, and controlling of the Office's activities.

III. RESPONSIBILITIES AND FUNCTIONS

The Registrar is the University officer responsible for effectuating student registration and record keeping processes for the educational degree programs of the University. His related duties include:

A. Serve as custodian of all permanent official University records; including records of enrollment and academic achievement of students and all other data required of individual students for University purposes at the time of admission and during continuing enrollments. As custodian, the Registrar shall maintain and safeguard the records in a manner consistent with intended uses of information and applicable laws and regulations.

B. Establish and maintain a system of records, which shall contain all entries necessary or appropriate to verify the enrollment of students, academic achievement, eligibility for continuing enrollment, and such similar matters as may be required for University purposes. The Registrar shall assure that all entries are made in accordance with established regulations and policies of the University, and due regard will be given to the customs and practices of colleges and universities with regard to the form of such records.

C. Plan, organize, and administer the gathering and distribution of student data, reports, course enrollments, and such other information needed by units of the University as determined by principal academic University officers.

D. Plan, organize, and conduct student registration procedures in a manner consistent with established academic terms and programs, and coordinate and direct the procedural student activities of commencement exercises.
E. Assess such fees as may be established by the Trustees of the University for payment by students at the time of registration for courses offered by the University, unless assigned to other University officials. All matters pertaining to such fee assessments shall be coordinated with the University Controller through the Vice President for Administration.

F. Initiate, organize, and administer the activities required to compile and publish or post online the general University Bulletin, Enrollment Summaries, final examination schedules, and class schedules.

G. Evaluate the credentials of students seeking the entry of credits towards satisfaction of University degree requirements which are based upon transcripts from other educational institutions, examinations, or other comparable recognized standards. Such evaluations shall be made in accordance with customary practices of colleges and universities or such standards as may be established by the University.

H. Initiate, administer, and effectuate procedures necessary to verify the completion of degree requirements, the delivery of diplomas and transcripts to graduates, and maintain records of all recipients of degrees from the University.

IV. ACADEMIC PROGRAMS AND REQUIREMENTS

The Registrar shall perform his responsibilities and functions in a manner that is responsive to and supportive of the academic units of the University as directed by the Vice President for Academic Affairs or designee. The Vice President for Academic Affairs, or designee, shall inform the Registrar of all approved degree programs, courses, academic needs, and similar matters which affect the responsibilities and functions of the Registrar.

The Registrar shall submit a report to the responsible Academic Dean when he has ascertained the following: (1) that procedures or standards established by the University faculty or other academic authority have not been followed; (2) that a proposed award of credit to a student is not authorized because of established requirements or limitations; or (3) that a candidate for a degree has not met the requirements. If the Registrar and the Dean cannot reach a disposition, the Registrar shall refer the matter to the Vice President for Academic Affairs or designee. The Vice President for Academic Affairs may grant an exception if extraordinary circumstances exist (see UW Regulation 8-229). If a student, staff, or faculty member disputes the Registrar’s application or interpretation of an existing academic standard to a particular fact situation, the Registrar shall refer such matter to the Vice President for Academic Affairs or designee for final determination.

Source:
University Regulation 246; adopted 7/17/08 Board of Trustees meeting
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