The Office of the Registrar is responsible for ensuring that each current

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

by the Family Educational Rights and Privacy Act and applicable institutional policies.

The Office of the Registrar receives and verifies information for each 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

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.