

STUDENT STATUS EXAMINER TITLE SERIES DEFINITIONS

I. DEFINITIONS

STUDENT STATUS EXAMINER ASSOCIATE

There are two allocations levels for this title. Positions allocated to an entry level perform duties described in the allocations for Admissions or Undergraduate/Graduate Degree Audit at the Student Status Examiner Senior level, but are under close, progressing to general supervision. (NOTE: Positions located in a department or college outside of a central Admissions or Undergraduate/Graduate Degree office may perform a combination of duties in both of the below allocations, but for a specific graduate program area within a UW-institution).

Positions allocated to the objective level provide routine duties involving the examination of student applications for admission to university study, for monitoring students' progress towards achieving a degree, and/or the review of student academic records to ensure graduation requirements have been met. Positions function under limited supervision.

Admissions:

Positions allocated to this area examine transcripts, test scores, recommendations, and similar documentation to determine the acceptance or rejection of applications on the basis of established and predetermined rules, regulations and policies; determine if application is complete; look-up transcript and test scores; correspond with students or high school regarding missing official documents; code applications for entry; record holds for missing documents on a database. Positions at this level may determine residency status for more routine Admission cases. Application determinations are generally straightforward; complex, questionable, or borderline cases are normally referred to the supervisor or a higher level Student Status Examiner. In addition positions at this level may determine residency status and assist in the registration process.

Examples of Work Performed:

- Download and print electronic applications; ensures files for each admission application is complete; enters all appropriate information into a database.
- Examine and evaluate applications including transcripts, test scores, and other documents for routine freshman and routine transfer students.
- Calculate GPA for admission applications. Refer borderline applicants to higher level admissions staff.
- Confer with applicants, students and parents and prepares routine correspondence regarding incomplete applications, admission requirements, or other related subjects.
- Consult with other university offices to resolve issues with applicant's files.
- Determine the more routine residence status for tuition purposes.

- Compile data and statistics and assists in various studies regarding admissions.
- Assist students with questions and problems relating to their admission enrollment and suggest solutions.
- Assist in registration period activities, performing a variety of tasks.

Undergraduate/Graduate Degree Audit:

Positions allocated to this area examine student academic records to determine if major and minor degree requirements, grade point level, credit accumulations, and other requirements have been met prior to graduation; act as liaison between department, advisor, faculty and prospective student; process warrant requests and degree audit; schedule Ph.D. prelim exams; assist with fellowship nominations and student placement services. Work is performed under general supervision.

Examples of Work Performed:

- Review the academic records for students to ensure that they have the necessary courses, credits, field experience, grade point average, and other academic requirements necessary for graduation.
- Prepare Degree Audit Reports (DARs/degree progress reports).
- Maintain student records and transcripts and oversees the recording of grades.
- Refer students to Graduate advisors for questions regarding Graduate School regulations and requirements.
- Process grade changes forms.
- Process authorizations for course repeats, re-enrollment, grade changes, transfer of courses and credits, drops and adds, withdrawal of classes.
- Process information for graduation e.g., receives applications, review student files, provides graduation lists, and examine student records.
- Access, view, verify, analyze, and enter data in the Student Information System database.
- Request warrant for Masters and Ph.D. candidates
- Assist with fellowship nominations.
- Assist with graduate student placement services.
- Manage databases for field placements and certifications; update records and provide reports as needed.
- Prepare license applications for a Certification Officer's signature, inform applicants of rejection/acceptance.

STUDENT STATUS EXAMINER SENIOR

These are paraprofessional positions performing complex work of moderate difficulty involving the examination of non-routine student applications for admission to university study, monitoring complex degree progress reviews, and/or the review of problematic student academic records to verify the completion of graduation requirements. Positions require considerable knowledge of the assigned academic areas at a UW-institution in order to enable the employee to work effectively and independently. This work involves the examination of transcripts, test scores, recommendations, and similar documentation in instances where predetermined admissions policies and regulations are NOT immediately applicable; and the examination of academic records for graduation verification on cases presenting questionable credits, class completions, or transferals of credits. Impact on potential students and graduating students is significant; an inappropriate analysis or untimely processing of transfer credits may result in the inadmissibility of a student; the student not being adequately prepared for their academic level, the student not being able to graduate, or a negative perception of the institution. Work is performed under general supervision. (NOTE: Positions located in a department or college outside of a central Admissions or Undergraduate/Graduate Degree office may perform a combination of duties in both of the below allocations, but for a specific graduate program area within a UW-institution).

Admissions:

Positions allocated to this area determine the admissibility of non-routine admissions; these include international student applications; non-routine student transfer applications; and returning adult student applications. Positions analyze student applicant admission materials to determine the acceptance or rejection of applications; act as liaison with high schools/colleges in assisting in the evaluation process of establishing course equivalency and the assignment of appropriate credits for transfer from other UW-institutions or non-UW institutions; and act as the resource person for making complex residency decisions. Positions have the authority to admit non-routine student applications to a university without higher level review. Work is performed under general supervision.

Examples of Work Performed:

- Examine and evaluate applications for admission involving complex, questionable, and border-line cases, such as foreign applications submitted with supporting materials in a foreign language.
- Determine residence status in complex and problematic cases, generally referred by other lower-level Student Status Examiners.
- Oversee and, as required, performs the compilation and tabulation of admissions statistics and other materials for reports.
- Analyze non-routine problems in specific admissions area (i.e., freshman, foreign, graduate, etc) and recommends and implements solutions.
- Read and interprets essays, recommendations, and other materials included in non-standard admission applications.
- Work with students on problems with application material, recommend and resolve issue; provide advice and counsel to students who have been denied admission.
- Respond to appeals from students, parents, counselors.
- Represent the department at various committee meetings.

- Research other universities and high schools to ascertain course equivalencies and institutional quality. Consult with faculty concerning findings and make recommendations as to appropriate equivalency.
- Compose admission and rejection letters for situation not covered by form letters.

Undergraduate/Graduate Degree Audit:

Positions advise students on their general degree requirements and degree progress reports and may serve as a source of information to all departments at a UW-institution concerning general degree requirements and degree progress reports. Positions examine academic records for graduation verification on cases presenting questionable credits, class completions, or transferals of credits to determine if all requirements have been met prior to graduation. Positions may have the authority to allow students to graduate based on the fulfillment of class requirements or to deny graduation, and also have the authority to process exceptions and waivers to degree requirements. Positions function as a liaison between other offices, departments, chairs and advisors on campus to facilitate students completing a degree. Positions may also set timelines and goals for graduation for each semester, and train, supervise, and coordinate the workload of student employees to assist in the graduation process. Work is performed under general supervision.

Examples of Work Performed:

- Provide assistance to students regarding declaring filing academic plans (declaring appropriate major/minor combinations) and interdisciplinary requirements.
- Review each student's record for proper enrollment (number of credits) each semester and adherence to timeline (major completion, minor completion, prelims, degree completion); clarify degree requirements for students; work with students to resolve progress concerns.
- Act as liaison between students, faculty, advisors and/or Department Academic Advisory Committee when appropriate.
- Work with student on academic overload approval; authorize overload when appropriate.
- Examine academic records to verify Masters or Ph.D. graduation credit requirements have been met and that all incomplete, unreported or progress grades have been cleared; ensure deadlines are met for requesting warrants and completion of degree.
- Coordinate final dissertation defense for Ph.D. candidates; work closely with students to resolve all problems.
- Advise transfer students on degree requirements and provide assistance to students in resolving degree requirement deficiencies.
- Provide information to prospective students concerning application procedures and policies for Master degree programs.
- Represent the office on UW-institution Undergraduate and/or Graduate Program committees.
- Advise returning students about older general degree requirements and the university rules about using these requirements. Advise returning students and department chairs about policies pertaining to use of old requirements for majors and minors.

- Answer questions from Deans, department chairs, faculty advisors and other UW-institutions about general degree requirements and degree progress reports.
- Oversee and evaluate students in licensure processing (e.g. Teacher Licensure) and notify applicants of problems or omissions regarding licensure requests. Advise students on licensure requirements.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.