

TABLE V
ALLOCATION OF NON-INSTRUCTIONAL ACADEMIC ACTIVITIES, BASED ON THE PRACTICE IN 46 INSTITUTIONS HAVING AN ENROLLMENT OF MORE THAN 2500

FUNCTION	Committee or other Official		
	Dean	Registrar	Committee or other Official
Admissions			
To freshman class	3	30	12
To advanced standing	8	32	16
Registration			
Procedure	-	43	3
Assessment of fees	1	25	20
Approval of students' programs	30	6	9
Permanent Records and Transcripts			
Recording grades	-	45	-
Transcripts	-	45	-
Honorable dismissal	8	36	2
Correspondence with Prospective Students	1	24	21
Editorial Work			
Catalog	4	17	25
Schedule of lectures and recitations	8	22	14
Minutes of Faculty	3	23	19
Commencement			
Checking candidates for degrees	8	35	5
Preparation of commencement program	4	18	24
Recommendation of candidates for degrees	22	15	9
Eligibility for Student Activities			
Membership in fraternities	7	20	15
Athletics	6	25	15
Other activities	8	21	15

* Where the totals do not balance, it is due to the fact that the question was not answered in every instance.

TABLE IV
ALLOCATION OF NON-INSTRUCTIONAL ACADEMIC ACTIVITIES, BASED ON THE PRACTICE IN 104 INSTITUTIONS HAVING AN ENROLLMENT OF LESS THAN 1000 AND 124 INSTITUTIONS HAVING AN ENROLLMENT OF MORE THAN 1000

FUNCTION	Less than 1000			More than 1000		
	Dean	Registrar	Committee or other Official	Dean	Registrar	Committee or other Official
Admissions						
Freshman	11	78	15	7	91	24
Adv. standing	19	68	15	19	76	27
Registration						
Procedure	5	85	14	3	111	6
Assessment of fees	6	31	66	3	57	82
Approval of student programs	38	37	29	72	21	30
Permanent Records and Transcripts						
Recording grades	-	104	-	-	122	2
Transcripts	-	104	-	-	122	2
Honorable dismissal	9	83	12	13	98	12
Correspondence With Prospective Students	5	55	40	12	65	26
Editorial Work						
Catalog	26	37	41	16	49	48
Schedule Lect. & Rec.	21	45	35	21	64	37
Minutes of Faculty	1	29	62	6	58	69
Commencement						
Checking candidates for degrees	7	80	7	12	96	16
Preparation of commencement program	18	20	63	14	49	59
Recommending candidates for degrees	24	58	21	58	43	21
Eligibility for Student Activities						
Membership in fraternities	10	36	20	12	58	38
Athletics	12	61	21	12	65	43
Other activities	15	43	29	14	57	41

TABLE III

ACADEMIC ADMINISTRATIVE FUNCTIONS ALLOCATED TO THE REGISTRAR, THE DEAN OF THE COLLEGE AND OTHER ADMINISTRATIVE OFFICIALS (Institutions having more than 2500 enrolled)

FUNCTION	In the judgment of 35 Deans* should be allocated to:			In the judgment of 35 Registrars should be allocated to:		
	Dean	Registrar	Committee or other Official	Dean	Registrar	Committee or other Official
	Coordination & improvement of instruction	32	-	3	33	-
Selection of the academic faculty	32	-	3	32	-	2
Planning the curriculum	33	-	2	32	-	2
Admissions	4	25	6	1	32	2
Registration procedure	1	31	3	-	35	-
Academic records & transcripts	-	35	-	-	35	-
Personnel records	11	14	9	6	21	6
Editorial work on catalogs & bulletins	4	18	13	4	19	8
Correspondence with prospective students	3	20	12	-	29	5
Statistical analysis of data in registrar's office	1	31	2	-	33	1

*Where the totals do not balance, it is due to the fact that the question was not answered in every instance.