

Wabash College Data Governance Committee
Data Ownership
Updated March 29th, 2023

This document is intended to define “responsible offices”* for the various types of data that Wabash maintains in the Colleague database. This document therefore supersedes **Page 2** of the July 2011 “Data Access Policies” document. The remainder of that document remains in effect.

* “Responsible office,” per the July 2011 “Data Access Policies” document, is the office with responsibility for maintaining the data, access to query/inspect the data, and authority to grant querying/inspection access to another office.

I. Responsible offices: demographic data (i.e. name, address, birth date, SSN, telephone, and related information)

<u>Status</u>	<u>Responsible Office(s)</u>
Current employee	Human Resources
Retiree	Human Resources
Current student	Registrar & Financial Aid
Current parent	Alumni & Parent Relations
Applicant	Admissions
Vendor	Business Office
Alumnus	Advancement

II. Responsible offices: other data types

<u>Data Type</u>	<u>Responsible Office</u>
Academic data incl. grades	Registrar
Accounts payable	Business Office
Accounts receivable, billing	Business Office
Athletic rosters	Athletics
Budget	Business Office
Cash receipts	Business Office
Chapel honors/awards	Advancement
Donations & other giving data	Advancement
Employment – curr. students, staff, faculty	Human Resources
Employment – alumni, parents	Advancement
Faculty	Dean of the College
Fellowships (e.g. Liberal Arts Plus)	Program designee
Financial aid	Financial Aid
Fraternity membership	Student Life
General ledger	Business Office
Honor society membership	Registrar
Housing	Student Life

International students/faculty/staff	Director of International Programs
Internships, externships	Career Svcs.
Note: not including summer research w/faculty, which is not currently maintained	
MXIBS membership	MXIBS
Off-campus study	Registrar
Payroll – curr. students, staff, faculty	Human Resources
Purchase orders, requisitions	Business Office
Residence leadership	Student Life
Satisfactory academic progress	Financial Aid
Student discipline	Student Life
Student organizations (members, leaders)	Student Life
Vendors	Business Office
Withdrawal date	Registrar