Wabash College Institutional Research Committee

Data Ownership

Updated September 11, 2018

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)**

Status Responsible Office(s)

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**

Data Type Responsible Office

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 Dean of Students

General ledger Business Office

Honor society membership Registrar

Housing Dean of Students

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 Not currently maintained

Satisfactory academic progress Not currently maintained

Student discipline Registrar

Student organizations (members, leaders) Not currently maintained

Vendors Business Office

Withdrawal date Registrar