SECTION: Institutional Advancement/Development
SUBJECT: Making Changes/Updates/Additions/etc. to the College’s Constituent Database

ISSUED BY: Office of Institutional Advancement
REPLACES: N/A
APPROVED BY: Office of Institutional Advancement
EFFECTIVE DATE: November 15, 1996

Policy
It is possible to request changes/updates/additions, etc. to the College’s constituent database.

Procedure
There is a form available from the Coordinator for Constituent Records to request routine updates for areas such as name change, address change, phone, FAX and E-mail. A biographical worksheet is available for alumni to submit a more comprehensive overview of information for their personal files. Such data is stored electronically and hard copy stored in the Office of Alumni Relations files. Requests for additional categories of information to be collected and maintained requires the approval of the Institutional Advancement Computer Committee.