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7.105 Database Management

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I. **Introduction and Purpose**

The purpose of this policy is to establish Antioch University’s official database management system for the University regional advancement offices.

II. **Database Management System**

A. Raiser’s Edge is the official source for alumni and donor information.

B. Each campus and unit of the University is expected to keep its Raiser’s Edge database up to date, by entering all donations and its graduates’ data as soon as feasible after commencement and sending that data out for periodic address and/or e-mail updates.