

Types, Locations and Titles of Custodians of Education Records

The following is a list of the types of education records that Wheaton College maintains, their locations and their custodians:

Types	Location of Records	Custodian
Academic Records	Office of the Registrar	Registrar & Dean of Academic Systems
Admission Records	Office of Admission or Filene Center for Academic Advising and Career Services	Vice President for Enrollment & Marketing or Dean, Filene Center for Academic Advising and Career Services
Advising Records	Filene Center for Academic Advising and Career Services	Dean, Filene Center for Academic Advising and Career Services
Alumni Records	Alumnae/i Relations & Annual Giving	Executive Director of Alumnae/i Relations & Annual Giving
Athletic Records	Athletic Department	Associate Director of Athletics
Career Services Records and Internship Placement	Filene Center for Academic Advising and Career Services	Dean for Filene Center for Academic Advising and Career Services
Disability Records	Office of Disability Services, Filene Center for Academic Advising and Career Services	Assistant Dean of Academic Resources and Disability Services, ADA/504 Coordinator
Disciplinary and Student Conduct Records	Office of the Dean of Students	Dean of Students
Financial Records Student Employment Records	Office of Student Financial Services	Assistant Vice President, Enrollment & Student Financial Services Manager, Student Employment
Health Records	Office of Health & Wellness	Coordinator of Student Health Services
Housing Records	Office of Student Life	Associate Direct of Student Life
International Student Records	Center for Global Education	Dean, Center for Global Education
Payroll Records	Finance Office	Manager, Payroll & Accounts Payable