



Constituent Codes

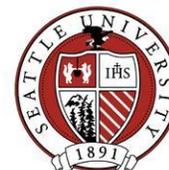
Constituent codes are used to define the primary relationship(s) between Seattle University and a Constituent record in the Alumni and Donor database. The reason why a Constituent was added to the database can be derived from their constituent coding. Each Constituent must have at least one Constituent Code with no end date. For Individuals may have many codes. Organizations must only have one code.

For Individuals having more than one Constituent Code, list them in order by precedence (see table below). Enter a “Date From” whenever a new constituent code is added. See codes descriptions below to see how “Date From” is used for each. “Date To” is typically not used, unless a person is deceased or when a term ends for a Trustee, Regent or former SU employee.

When the Constituent is not an alumnus or has no other Constituent code without an end date, make sure the record has an active constituent code of “Friend”.

Constituent Codes Order of Precedence:

Individuals	Organizations (use only one code)
Trustee	Corporation/Business
Regent	Church
Graduate Alumni	Foundation
Undergraduate Alumni	Government
Certificate Alumni	Nonprofit/Civic Group
Withdraw Alumni	School
Regent Emeriti	
Trustee Emeriti	
Parent of Current Student	
Parent of Alumnus	
Faculty	
Faculty (Alt)	
Faculty Emeriti	
Staff	
Honored Staff Retiree	
Current Student	
Friend	
Estate	



Constituent Code Definitions:

- **Trustee:** This person is or was on SU's Board of Trustees. From and To dates should correspond to the person's term as Trustee. The "From" date is usually left blank to indicate current Trustee status.
- **Regent:** This person is or was on SU's Board of Regents. From and To dates should correspond to the person's term as Trustee. The "From" date is usually left blank to indicate current Regent status.
- **Graduate Alumni:** a person who completed a graduate level degree from SU. The "From" date should correspond to the earliest graduation date from an SU graduate level program.
- **Undergraduate Alumni:** a person who completed an undergraduate level degree from SU. The "From" date should correspond to the earliest graduation date from an SU undergraduate level program.
- **Certificate Alumni:** a person who earned a certification from SU. The "From" date should correspond to the earliest graduation date from an SU certificate program.
- **Withdraw Alumni:** a person who did not complete an undergraduate degree at SU but earned 90 or more credits toward that degree before leaving. Once an SU degree or certification is earned, this code is removed from the person's record.
- **Regent Emeriti:** person served 3 consecutive terms as a Regent. Exceptions to this rule may apply. Use the "From" date to indicate when the person became a Regent Emeritus.
- **Trustee Emeriti:** honor conferred on an individual at the discretion of the President and Board of Trustees. Use the "From" date to indicate when the person became a Trustee Emeritus.
- **Parent of Current Student:** A parent of a current undergraduate student. Use the "From" date to indicate when their child enrolled at SU. Once their child graduates, this code should be changed to "Parent of Alumnus" (see below).
- **Parent of Alumnus:** A parent of an SU alumnus but not a parent of a current undergraduate student. The "From" date should correspond to the latest graduation date of the person's child. If another child enrolls at SU, this code should change to "Parent of Current Student" (see above).
- **Faculty:** An SU faculty member. Use the "From Date" to mark when the employee was hired and, if the record should not be deleted, use the "To Date" when the faculty member leaves SU. These dates should correspond to initial hire date and last employment date. Do not use them to record departmental or position changes.
- **Faculty (Alt):** An SU adjunct faculty member. Use the "From Date" to mark when the employee was hired and, if the record should not be deleted, use the "To Date" when the adjunct faculty member leaves SU. These dates should correspond to initial hire date and last employment date. Do not use them to record departmental or position changes.
- **Faculty Emeriti:** Use to mark faculty that retire from SU after working here for 20 years or more.
- **Staff:** An SU staff employee. Use the "From Date" to mark when the employee was hired and, if the record should not be deleted, use the "To Date" when the staff person leaves SU. These dates should correspond to initial hire date and last employment date. Do not use them to record departmental or position changes.
- **Honored Staff Retiree:** Use to mark staff what retire from SU after working here for 20 years or more.

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- Friend: Catch-all code for individuals who do not fall into another constituency. Use the “From” date to indicate when the code as added.
- Current Student: Anyone who is currently enrolled in a graduate, undergraduate or certificate program at Seattle University. While this code should be applied to any student in Raiser’s Edge, only undergraduate seniors and 3-L Law students are added en mass to the database. Other students are added manually on an as needed basis.
- Estate: Person is deceased and gifts are made to SU via their estate.
- School: Institutions of education.