

Alumni Data Management Standards

It shall be the responsibility of the Office of Advancement Services to maintain information on former students as accurately as possible. Such information includes address, telephone number, place of employment, degree earned, year of graduation and other pertinent directory and/or demographic information regarding alumni.

To assist in this process, any department on campus that receives updated information on former students should forward this information to the Office of Advancement Services.

To ensure that all information on alumni is as current as possible, no separate data bases should be maintained by campus entities. Departments and other organizational units desiring to communicate with their alumni constituencies should request up-to-date information from the Office of Advancement Services, segmented by specific needs, each time a communication is to take place.

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