


<b>Category</b>	Community Relations	<b>Policy Number</b>	UNI-COM-401	 جامعة زايد ZAYED UNIVERSITY
<b>Classification</b>	Public	<b>Version</b>	2.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	SCAD	
<b>Date Approved</b>	22 August 2024	<b>Effective Date</b>	13 September 2024	
<b>Date Last Reviewed</b>	6 August 2024	<b>Due Date for Next Review</b>	22 August 2027	

## POLICY

### Alumni Relations

#### 1. Purpose

This policy defines Alumni Association membership, and outlines the guiding principles to maintain the relationship between Zayed University and its alumni.

#### 2. Scope of Application

This policy applies to all graduates of Zayed University.

#### 3. Definitions

<b>Alumni</b>	Graduates of Zayed University
<b>Alumni Association</b>	An official organization of Zayed University graduates that offers support to graduates and promotes alumni engagement with the University.
<b>External Community</b>	Individuals and organizations external to the University
<b>Provost</b>	Provost and Chief Academic Officer
<b>SCAD</b>	Student Careers and Alumni Department
<b>University</b>	Zayed University

#### 4. Policy

In advancement of its educational vision and mission, Zayed University (“**University**”) is committed to fostering positive and lifelong connections with its alumni and to provide them with appropriate programs and services to support their development and to strengthen University ties with the external community.

##### 4.1 Alumni Association

**4.1.1** All University students who have received their graduation diplomas, or a Certificate of Attestation prior to their graduation ceremony, automatically become members of the Alumni Association.

**4.1.2** No other person may be considered for membership.

**4.1.3** Members are entitled to a variety of rights and opportunities offered by the University that include but are not limited to:

a) an Alumni Digital ID Card.

- b) access to the University Library and Learning Commons.
- c) access to the University Sports and Recreational Center.
- d) the opportunity to audit courses after having received all appropriate approvals.

#### **4.2 Alumni Association Board**

The University designates selected alumni as members of the Alumni Association Board to complement the mission of the University. Alumni can become members through a self-nomination process or by being nominated or referred by others. A committee, represented by SCAD and various other colleges/departments within the University, conducts the final selection to ensure a diverse and qualified Board in accordance with the Alumni Association Charter and Board Bylaws Articles 12 and 13.

#### **4.3 Student Careers and Alumni Department**

The Student Careers and Alumni Department (“SCAD”) provides a variety of programs and services for University alumni to maintain a lifelong relationship with the University, to support their personal and professional development, and to further enhance the University ties with the external community that include but are not limited to:

- a) management of the central Alumni Database.
- b) access to the Student Careers and Alumni Portal.
- c) publication of the monthly Alumni Newsletter.
- d) provision of professional training and workshops.
- e) provision of support towards preparing for employment and/or further study.

#### **4.4 Alumni Contact Information**

- 4.4.1** Alumni contact information is automatically stored in the central Alumni Database as a part of the Graduation clearance process.
- 4.4.2** Updates to this information must be made in the Alumni Database and the SCAD Portal.
- 4.4.3** Alumni are responsible for ensuring that the contact information they provide to the University is accurate in order to make use of and benefit from the programs and services offered by the University,
- 4.4.4** Alumni are responsible for providing the University with updates to their contact information whenever necessary. The University cannot be held responsible for any alumni who do not keep their contact information updated.

#### **4.5 Communication and Coordination**

- 4.5.1** All plans for official communication with alumni must be coordinated with SCAD before dissemination to ensure a consistent, streamlined approach from the University to the alumni; and to avoid communication saturation.
- 4.5.2** College Alumni Coordinators are the central points of contact between the colleges and SCAD.
- 4.5.3** Information regarding all alumni events and programs organized by the colleges must be shared with SCAD prior to the event/program being held.

#### 4.6 Confidentiality

4.6.1 Alumni information and records, both in hard copy and electronic format, are confidential and protected.

4.6.2 Any disclosure or release of this information to a third party outside SCAD requires the written approval of the alumnus/alumna concerned.

#### 5. Related Policies and Laws

- ACA-REG-101 Undergraduate Enrollment and Registration
- ACA-REG-202 Undergraduate Degree Completion and Graduation
- ACA-GRA-201 Graduate Student Enrollment and Registration
- ACA-GRA-210 Graduate Degree Completion and Graduation
- ACA-STS-201 Undergraduate Student Career Services

#### 6. Administration

This policy is administered by the SCAD.

#### 7. Revision History

Date	Revision	Ver.
13 September 2024	Chair of the Board's Decision issued (#22 of 2024).	
22 August 2024	Approved by ARSAC (BOT).	2.0
6 August 2024	Responded to feedback received from ARSAC (4.2).	
28 May 2024	Endorsed by the Academic Council by circulation.	
15 May 2024	Revised according to PC recommendations.	
1 May 2024	Endorsed by the Provost's Council subject to a few minor amendments.	
29 February 2024	Revised according to the DC recommendations.	
28 February 2024	Endorsed by the Deans' Council subject to a few minor amendments.	
16 November 2022	Policy rewritten to reflect the current situation. <ul style="list-style-type: none"><li>• Added Articles 4.1 to 4.6.</li></ul>	
17 December 2019	<ul style="list-style-type: none"><li>• Updated the policy name from Alumnae to Alumni.</li><li>• Updated the policy number from STU-ADM-11 to ACA-STU-15.</li></ul>	
2 June 2004	New policy approved.	1.0