

Class Notes Policy

Georgetown University Office of Advancement

Class notes are published online through Georgetown's Alumni website. Class notes are also often published in *Georgetown Magazine*, *Health Care Horizons*, *Georgetown Medicine* and *Georgetown Today*. **The purpose of class notes is to share news about the personal and professional accomplishments of Georgetown alumni and to foster connections between the university and its alumni.** Submissions will be included at the discretion of magazine editors and according to space constraints. Class notes is not a forum for editorial commentary on subjects not related to Georgetown, or for personal opinions about university actions and policies.

A class correspondent from each Georgetown undergraduate, medical, and dental class is responsible for soliciting news items from classmates and submitting them to the online intake system, via the [alumni website](#). Office of Advancement reserves the right to edit all submissions from class correspondents and other constituents to ensure they are in compliance with university guidelines. It is imperative that class notes adhere to university style guidelines and are free of factual errors.

Class notes submissions may include:

- Births and adoptions (only name, date and location—not weight and length of baby, due to space constraints)
- Marriages
- Family news
- Career changes, promotions, retirements
- Educational achievements
- Honors and awards
- Publications or exhibitions
- Volunteer commitments
- Personal accomplishments (e.g. sports races, hobbies, travels)

Class notes submissions may NOT include:

- Personal/family events that have not yet occurred (e.g. engagements, pregnancies)
- Advertisements or product endorsements, including information that could lead to a sales contact. Descriptions of products, services and companies should include only facts. Adjectives and qualifying remarks are to be avoided
- Addresses of class members requesting correspondence from their classmates; e-mail Addresses will be allowed, with permission of the addressee
- Commentary on subjects not directly related to Georgetown University
- Personal opinions on university actions or policies
- Political campaign information and endorsements. It is permissible to mention that an alum is running for office and to include a short bio. It is not permissible to add qualifying remarks
- Political opinions
- Solicitations and fundraising for non-Georgetown entities