

UCCS Alumni Style Guide

This guide answers questions about punctuation and usage when referring to alumni of University of Colorado Colorado Springs. For a full guide to UCCS usage and standards, see the UCCS Editorial Style Guide.



REFERRING TO ALUMNI

Alum is the informal, gender-neutral term referring to one graduate of UCCS. Use **alumni** when referring to a group of UCCS graduates. You may choose to use **alumna** when referring to a woman who has attended UCCS; **alumnus** when referring to a man who has attended UCCS; or **alumnae** when referring to a group of women only.

Alum	individual; informal, gender-neutral	<i>Alex Smith '00 is a UCCS alum.</i>
Alumni	group of all-male or mixed-gender	<i>Tom Saponas '72 and Margot Lane '82 are alumni of UCCS.</i>
Alumna	individual female	<i>Mary Lou Makepeace '79 is an alumna of UCCS.</i>
Alumnus	individual male	<i>John Herrington '83 is an alumnus of UCCS.</i>
Alumnae	group of all-female individuals	<i>Susan Edmondson '03 and Pam McManus '00 are alumnae of UCCS.</i>

CLASS YEARS

Class years are used anytime a name appears in print, including the names of UCCS faculty and staff. Use a class year the first time a name appears, not every time.

Class years appear in two-digit form. Use a backward apostrophe before the class year to indicate the omitted “19” or “20.”

Tip: by typing two consecutive apostrophes, you can simply delete the first one, which faces forward, and use the second, which faces backward.

When referring to alumni with multiple degrees from UCCS, present all class years chronologically and insert a comma between them.

Margo Lane '82

Scott Oki '74, '75 enjoys playing golf.

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DEGREES AND MAJORS

When indicating a degree or degrees earned at UCCS, prioritize clarity. The following formats are acceptable:

Name '00, degree or narrative

Name and class year followed by a comma and the degree earned in lowercase, unless it is a proper noun.

Linda Hogan '73, psychology, chaired the meeting.

Name and class year followed by a comma and a narrative account of degrees earned.

Charles Greer '71, '76 earned both a bachelor's degree in English and a master's degree in psychology from UCCS.

In the case of a single graduate degree earned at UCCS, list the graduate's name, followed by the degree earned and class year, and then the area of study.

Also participating was Teresa Djuric, M.A. '94, curriculum and instruction

OPTIONAL, MISCELLANEOUS INFO

Parents and grandparents of UCCS alumni can also be referred to using the class year of their student(s).

Chris Valentine P'19

Capitalize "Class" when using it in a specific context.

Welcome, Class of 2023!

Use lowercase "class" when using the term more generally.

All classes from the 1990s will be invited.

MORE INFORMATION

Alumni and Friends Association

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Colorado Springs, CO, 80918
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