

## Policy 2.04

### College Publications Policy

To keep the college's name, image, and institutional information consistent and current, internally and externally, the College will establish and maintain standards, guidelines, and procedures for developing publications that present a positive image of the College. These standards and guidelines shall include college publications regardless of the media or mode of delivery. College publications do not include syllabi or instructional materials. The Vice President of Institutional Advancement will retain oversight of all advertising standards of the College.

#### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [College Colors Procedure](#)

#### History

**Senior Staff Review/Approval Dates:** 2/5/13, 07/29/2020

**Board of Trustees Review/Approval Dates:** 06/02/2009, 08/11/2020

**Implementation Dates:** *Enter date(s) here*