



SOWELA

TECHNICAL COMMUNITY COLLEGE

www.sowela.edu

**TITLE: CONSISTENCY OF COLLEGE PUBLICATIONS,
PRINTED MATERIALS AND STATIONERY**

EFFECTIVE DATE: TBD

LAST REVISION: Initial

Policy No.

Policy Statement

To ensure that all written promotional materials, signage, publications and advertising are clear, factually correct, current and consistent in describing Sowela, adhere to principals of good educational practice, accurately report Sowela's equal opportunity, access policies, accreditation status and branding requirements, the office of Media and Public Relations, in conjunction with the office of Human Resources, must approve and stamp all such materials prior to use.

This policy applies to all campus organizations, faculty and staff members.

Source of Policy: Media & Public Relations

Related Policy: N/A

Approved by:
Chancellor

Date:

Responsible Administrator: Director of Marketing
& Community Relations

LCTCS Policy Reference: N/A

LCTCS Guideline Reference: NA