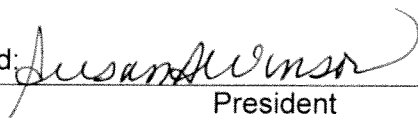


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title:	PUBLICATIONS AND PROMOTIONAL ITEMS	Policy Number:	2-4-104
Institutional Authority:	Vice President of Education & Training		
Associated SBTCE Policy:			
Associated ATC Procedure:	2-4-104.1		

Approved: 
President


Commission Chairperson

Date Adopted:	07/01/2004
Date Revised:	03/09/2009

It is the policy of Aiken Technical College to create publications and promotional items in a professional and consistent manner in an effort to promote the College, its programs and activities and to provide information to the external public, the student body, the faculty and staff of the College. The content and design of publications produced and distributed by the College will be accurate and consistent in describing the institution and rigorously adhere to the principles of good educational practice.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/09/2012		