

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title: WEB PAGE	Procedure Number: 2-4-105.1
Institutional Authority: President	
Associated SBTCE Policy/Procedure:	
Governing ATC Policy: 2-4-105	

Approved: *Jessan A Winsor*  
President

Date Adopted: 07/01/2004
Date Revised:

The following procedures will apply:

1. The Marketing and Public Relations Office will approve the overall design and content of the web site.
2. For pages created in-house, the Marketing and Public Relations Office will designate layout and design criteria, including an approved template.
3. The Marketing and Public Relations Office will edit page content of all pages, with the exception of academic classroom material such as course syllabi or Institutional Effectiveness information pages, prior to placement on the web site.
4. The Marketing and Public Relations Office must approve the final version of a page before it is placed on the web site.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2011		