I. PUBLICATIONS & PROCEDURES.....1
II. PUBLICATION STANDARDS AND REQUIREMENTS.....1

I. PUBLICATIONS & PROCEDURES

The President shall establish procedures concerning who is responsible for all College publications and pre-publication review of all promotional and marketing materials which pertain to the College or its programs and which are designed for public viewing. Materials under this Policy include, but are not limited to:

- Brochures,
- Handbooks,
- Catalogs,
- Multimedia, and
- Programs for special events.

Instructional classroom materials generated and used by instructors in their classrooms are not subject to this Policy.

II. PUBLICATION STANDARDS AND REQUIREMENTS

Official publications shall be readily available and, where appropriate, accurately depict:

- Institutional purposes and goals,
- Admission and enrollment requirements and procedures for all types of students and basic information on programs and courses, with required sequences and frequency of course offerings explicitly stated,
- General education requirements,
- Special programs, including international study, credit by examination or advanced placement,
- Institutional facilities readily available for educational use,
- Rules and regulations for conduct,
- Tuition, fees, and other program costs, including any fees associated with verification of student identity related to distance or correspondence education
- Opportunities and requirements for financial aid,
- Policies and procedures for refunding fees and charges to students who withdraw, and
- Current academic calendars and grading policies.

In official publications describing career opportunities, clear and accurate information shall be provided on any unique requirements for career paths, or for employment and advancement opportunities in the profession or occupation being described.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

POLICY HISTORY

February 10, 2026	Adopted.