



## College of The Albemarle Policy

**Policy Number: 2.3.6**

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**Title: College Publications**

**Related Policy and Procedures: 2.3.6.1 College Publications; 2.3.6.2 Bulletin Boards/Posting/Distribution or Displays on Campus; 2.3.6.3 College Logo and Seal**

**Division of Responsibility: Communications and Marketing**

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The director of communications and marketing shall establish procedures 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.

June 13, 2023

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N/A

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**