

Orangeburg-Calhoun Technical College Statement of Policy

Title: College Publications

Number: 2.006

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Department of
Responsibility: Planning and Development

Authorization:

Area Commission Chairman

President

Date Approved: January 20, 2015

Last Revised: _____

Last Reviewed: March 16, 2021

The following policy pertains to all publications or printed materials which are considered official college publications, bear the name of the College, or are financed by the college accounts:

- A. OCtech is recognized as the publisher of all college publications. The president is therefore responsible for and has authority over all publications even though certain responsibilities and duties may be delegated to individuals or committees.
- B. All materials contained in college publications must be factually accurate and must reflect taste and judgment appropriate to a community college publication.
- C. All publications of an informational or curricular nature such as programs, bulletins, and brochures shall be approved by the appropriate college official.
- D. OCtech maintains its official publications electronically on the college website. The electronic version of the College Catalog is considered the College's official College Catalog. The current College Catalog as well as College Catalogs from the four previous years are archived and available on the website and can be readily accessed by alumni and former and returning students. The Registrar's office is responsible for maintaining printed copies of all other College Catalogs.