



POLICY TITLE	Editing and Review of Official and Other Publications	Policy Number	131
Section	Governance, Organization, and General Information	Approval Date	September 17, 1992
Subsection	Publications, Reports, Research, and Records	Effective Date	September 17, 1992
Responsible Office	Vice President of University Communications		

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

3.1 Official publication: Includes, but is not limited to, the catalog, employee newsletter, program and general brochures, class schedules, policies and procedures manuals, advertising, and press releases.

4.0 POLICY

4.1 All official publications of the University shall be proofread and/or edited by University Marketing and Communications to ensure accuracy, consistency, and timeliness.

4.2 University Marketing and Communications also has the right to review, monitor, proofread, and edit other materials that leave the University. Generally, such things as correspondence with the public, faculty presentations at conferences, and routine reports are not included.

5.0 PROCEDURES

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity