

**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title: PUBLICATIONS AND PROMOTIONAL ITEMS	Policy Number: 2-4-104
Institutional Authority: Chief Advancement Officer	
Associated SBTCE Policy:	
Associated ATC Procedure: 2-4-104.1	

Approved:  President	 Commission Chairperson
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Date Adopted: 07/01/2004
Date Revised: 06/14/2021

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

It is the policy of Aiken Technical College to create publications and promotional items in a professional and consistent manner in an effort to promote the College, its programs and activities and to provide information to the external public, the student body, and the faculty and staff of the College. The content and design of publications produced and distributed by the College will be accurate and consistent in describing the institution.