AIKEN TECHNICAL COLLEGE
PROCEDURE

Procedure Title: WEB PAGE

Institutional Authority: President

Associated SBTCE Policy/Procedure:

Governing ATC Policy: 2-4-105

Approved: [Signature]
President

Date Adopted: 07/01/2004

Date Revised:

The following procedures will apply:

1. The Marketing and Public Relations Office will approve the overall design and content of the web site.

2. For pages created in-house, the Marketing and Public Relations Office will designate layout and design criteria, including an approved template.

3. The Marketing and Public Relations Office will edit page content of all pages, with the exception of academic classroom material such as course syllabi or Institutional Effectiveness information pages, prior to placement on the web site.

4. The Marketing and Public Relations Office must approve the final version of a page before it is placed on the web site.

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Procedure Review

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<th>Review Date</th>
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