

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section I - Administration

**SUBJECT:** PUBLICATIONS

**REVIEWER(S):** Dean of Student *Affairs* and Enrollment Management\*  
Provost

**I. POLICY**

The College will assure that all representations to the public are accurate, timely, clear, and professional.

**II. PROCEDURE**

A. The dean of student *affairs* and enrollment management is responsible for major college publications *that* represent to the public and to students the college, its programs, and student policies. This includes, but is not limited to, the view book, handbook/catalog, catalog addenda, website, individual program and course brochures, student newsletter, fact book, and semester schedule and registration information. In instances where individual departments wish to design and publish separate brochures or materials (*continuing education*, etc.) the dean of student *affairs* and enrollment management will review and approve those publications, and will maintain a copy of each in the college's historical publications file.

B. To assure accuracy, clarity, and timeliness of content, a minimum of two reviewers other than the author/editor will proofread all publications. For items which contain information specific to an academic discipline, at least one of the reviewers must be the dean or program director for that discipline. The president will review and approve final drafts of major college publications.

CHS Marketing will review all publications intended for external marketing for consistency with CHS publication standards *and brand guidelines*.

C. The College will publish regular editions of the alumni *magazine*. News and articles are written by program managers, deans, and others as assigned, are collated and edited by the *manager of alumni relations and development*. The president will review and approve the final draft of each edition.

D. Program deans and directors are responsible for the accuracy and consistency of course syllabi. Prior to dissemination via the website, the *information portal (LMS)*, or in the classroom, all syllabi will be reviewed to ensure information is clear, accurate, complete, and consistent with the course descriptions, which appear in the college handbook/catalog.

E. All course packets and printed materials published or printed by the college will conform to current copyright laws *and intellectual property policy*.

F. The Publications policy and procedure will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_