

Review & Approval

All College publications, including internal, shall be produced under the supervision of the Marketing Department.

Initial approval for all publications produced and/or generated by Nash Community College must be given by the respective Department Chair, Deans, and/or program supervisors/coordinators, vice presidents, and then forwarded to the Marketing Department for final review and approval.

The Marketing Department approves routing to the printer. If there are questions or concerns about the document the Marketing Department will contact the originator and/or the appropriate supervisor.

It is the responsibility of the document's originator to ensure accurate information. Often, one publication will affect or make reference to policies, operations and data in other departments, agencies, or colleges (i.e. tuition, college hours, credits, etc.) In such cases, the originator will be responsible for the accuracy of the information prior to submitting it to the Marketing Department.

All recruitment materials and presentations are to accurately represent Nash Community College's practices and policies. These documents include but are not limited to the following examples: brochures, recruiting materials, information cards, flyers, marketing materials including the college's official web site, online media, special publications, and programs for forums, awards, ceremonies, graduations, etc.