

Guidelines for Submissions

Purpose

These guidelines address the preparation, submission, and completion of Nash Community College publications to ensure they fulfill their intended purpose, are completed in a timely and cost effective manner, accurately represent the college's practices and policies, and conform to educational, professional and aesthetic standards.

Marketing assists various college offices with their communications needs. This is best accomplished through a coordinated communications campaign or total marketing effort involving a variety of tools to reach the identified audiences.

The Marketing Department has primary responsibility for copy and the production of the college's printed pieces. Responsibility for editing, design, final copy, and graphic layout rests with the Marketing Department, with full consideration given to the copy and graphic ideas and concepts supplied by the requesting office/supervisor.

Special Publications Requirements

Some publications require statements related to accreditation status, affirmative action, Americans with Disabilities, and non-discrimination. These statements may be found on www.nashcc.edu.

Nash Community College, when referring to its status of recognition by the Southern Association of Colleges and Schools which has been achieved through the Commission on Colleges, must use only the following statement. This statement must be included in the catalog or website per the 2008 edition of The Principles of Accreditation, Section 3 Comprehensive Standards, Institutional Responsibility For Commission Policies Section 3.14 (pg. 32)

Nash Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Nash Community College.