

SECTION 1300.02

PUBLICITY AND RELEASE OF COLLEGE INFORMATION

1. Press Releases: For all news releases or announcements sent to the media about the College and College activities, a copy must be sent to Public Affairs located in the President's Office for prior approval and filing. This does not cover regular columns written by faculty/staff in their professional capacities. Student Senate and affiliated clubs will have releases approved by the advisor to the Student Senate.
2. Publications: Public Affairs will act as a clearing house for all College publications, and the press copy must be submitted for approval to this office.
3. Release of information to the public is governed by the appropriate state and federal laws. These laws are to be followed by the College employees. In case of any doubt, Public Affairs Specialist should be consulted.
4. Athletics: All news releases will be approved by the Athletic Director who will forward copies to Public Affairs for filing. Athletic publications will be reviewed by the Athletic Director and will be subject to final approval by the President prior to printing.

History