PRACTICE NUMBER: NC400-01

PRACTICE TITLE: Use of College Logo

A. Purpose
The College name and logo should appear on all printed material such as the career guide, student handbook, newspaper advertisements, brochures, flyers, banners, maps, graduate year books, athletics year books, stationery (letterhead, envelopes and memorandum), facsimile transmissions, name tags, plaques, etc.

B. Procedure on Use of College Logo
Approval for the use of the College logo is obtained through the Director of the Marketing and Communications department. This approval process ensures that the college logo has been reproduced and placed correctly (see Style Guide).