

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> College Publications	<b>NUMBER:</b> 03-10
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	<b>SEE ALSO:</b> • <a href="#">Administrative Procedure 03-10AP: College Publications</a>
<b>DATE ADOPTED:</b> 12/01/97; revised 09/21/09; 02/18/13	

The following policies pertain to all publications or printed materials which are considered official College publications, bear the name or seal of the College, or are financed by College accounts.

1. Tallahassee Community College is recognized as the publisher of all College publications. The President is therefore responsible for and has authority over all publications even though certain responsibilities and duties may be delegated to individuals or committees.
2. All materials contained in College publications must be factually accurate and shall reflect taste and judgment appropriate to a community college publication.
3. All materials must contain the official TCC logo or a TCC icon. The athletics logo with the College mascot should only be used for athletics materials. Other college logos/icons must be approved by the President and used pursuant to publication guidelines.
4. Major publications, including the College Catalog and the Web site, must contain the primary accreditor, Southern Association of Colleges and Schools-Commission on Colleges, (Commission) and its address and phone number in accordance with federal requirements. This statement should reference that the Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.
5. All TCC student publications must have the following disclaimer: "The facts or opinions expressed or implied in this publication are those of the student editors, staff, and contributors and may not reflect the standards of Tallahassee Community College. The College supports the rights of students to express and publish their own viewpoints."

The primary responsibility of the College with regard to student publications is to provide the instruction and leadership to assist students in learning responsible journalism. Ultimately,

however, all opinions expressed or implied are those of the student editors, staff and contributors.

5. All business and financial affairs of the College publications must be in accordance with state and local laws, regulations, and policies.
6. All publications of an informational or curricular nature such as programs, courses, bulletins, and brochures must be approved by the appropriate College official.