

Policy 2.02

Writing Guidelines Policy

The Board of Trustees recognizes the importance of accessibility, professionalism, appearance, consistency and clarity in the preparation and presentation of consumer documents, contracts with third-party agencies, memoranda of understanding, grants, letters, handbooks and other non-instructional written materials exclusive of marketing pieces; therefore the College will maintain, implement and regularly update a “Writing Style Guide” to follow accepted and approved writing conventions not inconsistent with any state, federal guidelines, or requirements of funding agencies.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [College Publications Policy](#)

History

Senior Staff Review/Approval Dates: 2/2/2016

Board of Trustees Review/Approval Dates: 4/5/2016

Implementation Dates: 4/5/2016