

ADMINISTRATIVE DIVISION BTRU Board of Trustees
POLICY NUMBER BTRU 1.12
POLICY TITLE Use of University of South Carolina Name
SCOPE OF POLICY USC System
DATE OF REVISION September 27, 2024
RESPONSIBLE OFFICER Secretary of the Board of the Trustees
ADMINISTRATIVE OFFICE Board of Trustees

PURPOSE

This policy regulates the use of University of South Carolina letterhead and the University's name.

POLICY STATEMENT

The University has established the following guidelines for use of University of South Carolina letterhead and the University's name.

PROCEDURES

- A. University faculty and staff are encouraged to use the USC letterhead and the University's name in identifying their affiliation in scholarly and research activities and in conducting official University business.
- B. University faculty, staff, and students may not use USC name or letterhead and may not imply University endorsement when engaged in private activities, personal business, or public advocacy.
 1. Faculty and staff may not use University postage or bulk mailing permits for such private use nor University resources in preparing such documents.
 2. See policy on Solicitation.

RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
February 1, 1995	Policy creation
March 24, 2016	Policy reviewed for organization, content and accuracy.
September 27, 2024	Policy content reviewed with update to Responsible Officer.