

NUMBER: ADV 5.03 (formerly PUBP 2.06)

SECTION: University Advancement

SUBJECT: Periodicals Approval

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Policy for: Columbia

Procedure for: Columbia

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I. Policy

Periodicals and continuing publications (as defined below) charged against any University account are subject to annual review by the Vice President for University Advancement. Any proposed periodical or continuing publication is subject to the same review process at its inception.

Definition: all news, information, scholarly or public service publications issued on a continuing basis for on- or off-campus distribution, including newsletters, journals, collected essays, research reports and statistical reports.

II. Procedure

A. University Publications provides an Annual Approval Request for Periodical/Continuing Publication form to be filled out each year and returned with a sample of the publication.

B. New publications obtain the form from University Publications and return it with an outline of content.