I. Policy

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

II. Procedure

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 also policy on Solicitation.

III. Reason for Revision:

Policy organization, content, and accuracy reviewed in August 2010; no substantive revisions required.