

NUMBER: BTRU 1.12
SECTION: Board of Trustees
SUBJECT: Use of University of South Carolina Name
DATE: February 1, 1995
REVISED: March 24,, 2016
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Amy E. Stone
Issued by: Board of Trustees

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 policy on Solicitation.

III. Reason for Revision

Policy organization, content, and accuracy reviewed in March 2016. The name of the current Secretary of the Board of Trustees was added as the authorizing agent.