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COLLEGE OF ARTS AND SCIENCES
EDUCATIONAL FOUNDATION DISTINGUISHED PROFESSOR

MEMORANDUM

DATE: August 22, 2006
TO: Department Chairs & Directors
FROM: Mary Anne Fitzpatrick *MAF*
SUBJECT: **University Policy on Use of USC Name**

Following is the University policy on identifying yourself as an employee of USC when writing an editorial.

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.
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