



FORMS AND PUBLICATIONS CHECKLIST

LARGE PUBLICATIONS: Include the name/title of the publication, a brief description, the technical data information, and the name of the funding source, if other than state or higher education, on the purchase requisition. The originator must forward ten copies to the Communications office to be placed in the departmental files (7) and College archives (3).

_____ Columbia State logo and words “Columbia State Community College” in proportion on the cover of the publication. The logo must adhere to the Logo Usage Guidelines (available in the Communications office).

_____ Publication number (Contact the Communications office prior to producing the publication.)

_____ Date publication was created or revised must appear underneath or next to the publication number in the following format: Publication #-MM-YY

(Example: CoSCC DP-03-03-05)

_____ Affirmative action statement (*long version*):

The affirmative action and equal opportunity employer statement:

Columbia State Community College is an equal opportunity and affirmative action employer and does not discriminate on the basis of race, color, gender, sexual orientation/gender identity, religion, ethnic or national origin, sex, age, disability status, or status as a covered veteran in educational and employment opportunities, and is committed to the education of a non-racially identifiable student body.

_____ Alternative format statement:

Individuals needing this material in an alternative format should contact the Disability Resources Center.

_____ Southern Association of Colleges and Schools accreditation statement:

Columbia State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Arts, Associate of Science, Associate of Science in Teaching, Associate of Fine Arts, and Associate of Applied Science degrees, and technical certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Columbia State Community College.

_____ TDD Relay Number (for the hearing impaired): 1-800-848-0298
(This number should appear any time a telephone number is listed.)

_____ The phrase: “A Tennessee Board of Regents Institution”

_____ The printer’s name and address, and the number of copies printed.
Example: Absolute Printing Co., 123 Main St., Nashville, TN (500 copies)

SMALL PUBLICATIONS: The originator must forward ten copies to the Communications office to be placed in the departmental files (7) and College archives (3).

_____ Publication number (Contact the Communications office to have a publication number assigned.)

_____ The College’s logo and full name, Columbia State Community College, must be included on the publication.

_____ Affirmative action statement (*short version*):

Columbia State Community College, a Tennessee Board of Regents institution, is an AA/EOE educational institution.

_____ TDD Relay Number (for the hearing impaired): 1-800-848-0298
(This number should appear any time a telephone number is listed.)

_____ The printer’s name and address, and the number of copies printed.
Example: Absolute Printing Co., 123 Main St., Nashville, TN (500 copies)