

## University Letterhead

**Original Implementation:** May 9, 1985

**Last Revision:** April 12, 2016

University departments are required to use letterhead as designated by the president and produced by University Printing Services. Ordinarily, sub-units of departments use the letterhead of the parent department, especially if the unit's correspondence is primarily with students. However, if the sub-unit is of a permanent or semi-permanent nature and has a majority of its correspondence with off-campus agencies or individuals, it can be identified under the name of the parent unit on the letterhead. If a unit is independent of any department and is of a permanent or semi-permanent nature, it may have its own letterhead, consistent with the university design. Any deviation from the university letterhead design must be approved by the president.

Information in the stationery heading includes the university name; the name of the unit or department; post office box and telephone number; and city, state, and zip code.

In exceptional cases, requests to deviate from the standard letterhead design may be granted. Such requests should be directed, in writing, to the executive director of University Marketing Communications for approval.

**Cross Reference:** None

**Responsible for Implementation:** Vice President for University Advancement

**Contact for Revision:** Executive Director of University Marketing Communications

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs