



## WEBB INSTITUTE

### Website & Website Article Policy

#### Website Policy

- The audience of the [www.webb.edu](http://www.webb.edu) website includes prospective students, parents, alumni, donors, and the general public.
- Webb Institute webpages, affiliated webpages, and electronic publications are official Webb Institute publications. Content may not be copied, modified, used on other sites or re-purposed without express, written permission from the Director of Media Relations and Communications.
- The use of the college name, symbols, emblems, logos, seal, and colors shall comply with the Branding guidelines.
- The Admissions/Student Services, Academics, and Development Departments are responsible to oversee content on this site and have full authority to remove any posting not deemed appropriate for the site.
- The Department of Media Relations and Communications only has access to the website content management system.
- The Department of Media Relations and Communications has the authority to take down or edit material that does not fit Webb's mission and branding guidelines.

#### Website Article Policy

- Article topics can range from sporting events, club activities, research, field trips, and S.O. sponsored events.
- Articles are to be 200 words or less and can include a photo
- All people in photos must be fully clothed
- Articles will be proofread by the Department of Media Relations and Communications and/or Registrar
- Articles should be sent to [kallegretta@webb.edu](mailto:kallegretta@webb.edu) or [apizziatolla@webb.edu](mailto:apizziatolla@webb.edu)

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- If necessary, articles will be reviewed by the Academics, Admissions, or Development Departments.
- The Department of Media Relations and Communications has the right not to post or edit material that does not fit Webb's mission and branding guidelines.