1003 – POSTING MATERIALS ON CAMPUS

1003.1 Statement:

Posting printed and digital materials on College premises is a privilege extended for the purpose of promoting communication among students, faculty, staff, visitors, and the surrounding community. This includes the sharing of information related to employment opportunities, events, activities, programs, recruitment, and services that support the College's mission, vision, and core values. All communication must comply with the Employee and Student Handbooks.

1003.2 Philosophy:

The purpose of this policy is to manage the display of printed materials in a manner that ensures the appropriate use of space, maintains aesthetic standards, prevents littering, and avoids defacing College property. All materials posted shall clearly indicate the name of the sponsoring College department, office, registered student organization (RSO), independent group, or outside organization.

1003.3 Scope:

This Policy applies to students, faculty, staff, Recognized Student Organizations (RSOs), College departments, offices, and academic programs.

1003.4 Procedures:

Definitions:

Designated Bulletin Boards: Posting areas pre-approved by the College

Free-Standing Signs: Hinged, double-sided signs managed by College offices to advertise services and events

Table Display Signs: Small, informal signage placed on tables, counters, or other flat surfaces in common areas (e.g., napkin dispensers, tabletop tents, or countertop inserts) used to share event information, announcements, or promotional content. These signs must adhere to the same content, approval, and removal guidelines as other posting materials and may only be placed in areas authorized by Dining Services, Residence Life, or other relevant offices.

Permitted Locations: Areas approved for posting, including designated bulletin boards, free posting boards, free-standing signs, and public-facing office doors.

Posting Material(s): Flyers, posters, or signs of various sizes (e.g., 4" x 6", 8.5''x 11, 11" x 17").

Recognized Student Organization (RSO): A formally recognized student-led group who has met all the student organization eligibility requirements established by the Office of Student Engagement.

College Premises: Any College-owned, leased, or supervised building or outdoor space.

Posting Locations:

Permitted Locations

- Posting materials may be placed on designated bulletin boards, office doors and spaces, classroom doors and spaces, residence hall doors and spaces, table display locations, and other College spaces.
- Table Display Signs may only be placed on:
    - Dining hall tables or napkin dispensers (with approval from Dining Services).
    - Student lounge counters or tables (with approval from the Office of Student Engagement).
    - Academic café tables or counters (with approval from the department chair or building manager).
- The locations of the designated bulletin boards and freestanding signs in the Whitaker Campus Center may be obtained from the Office of Student Engagement.
- The locations of the designated bulletin boards, freestanding signs, doors, and spaces in the academic halls or library may be obtained from the relevant department's office.
- The locations of designated bulletin boards, freestanding signs, doors, and other spaces in the residence halls may be obtained from the Office of Residence Life.
- The locations of designated bulletin boards, freestanding signs, doors, and other spaces in the dining hall may be obtained from Dining Services.
- The locations of designated bulletin boards, freestanding signs, doors, and other spaces in athletic facilities may be obtained from the Director of Athletics.

Non-Permitted Locations

Posting is not allowed on:

- Trees
- Lamp posts
- Building exteriors
- Vehicle windshields
- Any space not identified as a Permitted Location

Posting Content:

All posting materials must adhere to the content guidelines outlined in subsections 1-5 (RSO, staff/faculty, research, miscellaneous, and outside organizations) and include:

- Required details such as title, date, time, location, and contact information.
- Compliance with prohibitions on advertising alcohol, drugs, gambling, or content that is lewd, obscene, threatening, or violates College policy or local, state or federal law.
- Approval Sticker Requirement:
    - All posting materials not created by the Office of Marketing and Communications must display an official approval sticker issued by the Office of Marketing and Communications prior to posting. See Section D.
    - Materials designed and produced by the Office of Marketing and Communications are considered pre-approved and do not require an approval sticker.
- Outdated postings must be removed by the original sponsor.
- Posting materials must not cover existing postings.

Posting Approval:

- Approval is required for certain locations and organizations:
    - RSOs: Office of Student Engagement
    - Residence Halls: Residence Life
    - Academic Buildings: Department Chairs and/or Academic Deans
    - Whitaker Campus Center: Office of Student Engagement
- Non-Staff/Faculty, Non-RSO, independent group(s) or outside organization(s) must gain approval from the Office of Marketing and Communications.
- RSOs, departments, and individuals must not mass-produce posting materials before obtaining location-specific approval.
- Approval to post does not imply endorsement by the College. The College reserves the right to request edits to prevent misinterpretation as institutional support.

Posting Management:

- All posting materials are subject to review and/or removal.
- The sponsor is responsible for removing postings once the event has concluded.
- Posting material deemed expired may be removed by authorized College personnel.
- For faculty and staff postings, materials may be temporarily removed while considerations about compliance or appropriateness are under review. The sponsoring party will be notified and given the opportunity to resubmit or revise materials as needed.
- Posted materials that are not in compliance with these regulations will be removed by authorized College personnel without regard to content.
- Violations may result in removal, damage fees, and/or disciplinary action as appropriate.

Review Process:

- Academic Halls: Academic deans and/or department chairs serve as the primary reviewers for postings. The dean of the respective school serves as the appeals person for disputes or denials.
- Non-Academic Halls: Directors of the respective areas (e.g., Residence Life, Athletics, Dining Services) serve as primary reviewers. The vice president of the corresponding division serves as the appeals person.
- Students and RSOs: The director of student engagement is the primary reviewer, and the Dean of Students serves as the appeals person.
- Marketing-Related Materials: The division of Marketing and Communications (Marcom) reviews materials from outside organizations and any non-College groups requiring approval.
- This policy will be reviewed periodically and input from all members of the community will be considered.

1003.5 Enforcement:

Questions may be directed to the vice president for community and inclusivity or vice president for marketing and communications. Failure to comply may result in action and/or possible sanctions under the Student Conduct Code, Employee Handbook, or Faculty Handbook.

Date Approved by Senior Team	10/19/2026	**Policy Effective Date**	10/26/2026