

Campus Posting Policy

Policy Number	STU-006
Effective Date	
Responsible Office/Person	Student Affairs – SAIL, Housing and Residential Education, Campus Facilities
Related Policies	
Additional History	This policy updates STU-006 from December 17, 2007

I. POLICY STATEMENT

The posting of information in University buildings and on bulletin boards outside of campus buildings is allowed as one means of advertising campus activities and departmental-related information for students. The University prohibits posting where it creates a safety concern, and when it is deemed likely to violate the Code of Student Conduct or is not clearly marked with a contact person's information. Additionally, the contact person is responsible to ensure that such postings are removed once the advertised event has past. This policy statement does not supersede the policies and procedures developed by Campus Services for the Campus Center or the office of Housing and Residential Education for posting in a residence hall.

II. PURPOSE

This policy was developed to help keep campus buildings clean, safe, and to support effective advertising efforts.

III. DEFINITIONS

Campus Center posting:

In the MacLean Campus Center, activities and events may be advertised on bulletin boards designated as such and banners may be hung from the second level to the first level. These need to be pre-approved by the SAIL Office, located on the second floor of the Campus Center.

Campus Housing and Residential Education posting:

In campus housing spaces, the Office of Housing and Residential Education, located on the first floor of Oak Glen residence hall, will pre-approve advertisements. Each space is unique, so there may be different allowances in each hall.

Posting in other campus buildings and designated outdoor campus locations:

Throughout the rest of the campus spaces, including spaces such as the Law School, SMAST, CIE, and the Star Store, different spaces are made available for advertising. Some serve to support an academic College or School (and are labeled as such) and others are available for general posting. Approval for these postings must be obtained from the Office of Student Affairs for the main campus and from the Dean's Offices or entry desk areas at the Law School, SMAST, CIE and the Star Store for posting in those locations.

IV. PROCEDURES

The sponsoring organization (s) or person must be listed on all materials, including contact information.

Posters, banners, and passive programming (messages, pictures, displays, etc.) may remain up no more than two weeks unless special permission is sought and received.

For advertising in the Campus Center, in a campus residence hall, or elsewhere on campus, students and staff should bring the original flyer or banner to the SAIL office, Housing and Residential Education Office, or Office of Student Affairs before making copies. The approval decisions may occur on the spot but always will be made within 24 hours and if approved, the advertising will receive a stamped approval. This informs University staff across campus that the advertising has been authorized and should not be removed until after the event date.

All advertisement approval-offices reserve the right to not approve and/or remove posting materials that are deemed to create a safety concern, are deemed to likely violate the Code of Student Conduct, do not contain a sponsor and contact person's information, or are past the date of an advertised event.

Advertising of any kind is not permitted without special exception in the following areas: elevators, around elevator doors and buttons, on building access doors and windows, on walls (other than bulletin boards), on ceilings or floors, on fire doors, and over exit signs or any electric light fixtures or switches. Anything posted in these areas (unless a special exception is received) will be promptly removed by University staff.

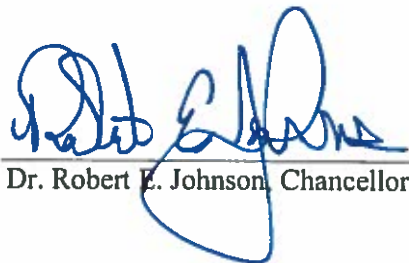
V. RESPONSIBILITY

Questions or concerns regarding the posting policies may be directed to the Office of Student Affairs, SAIL (Student Activities, Leadership and Involvement,) or Housing and Residential Education.

VI. ATTACHMENTS

None.

Approved:


Dr. Robert E. Johnson, Chancellor

Date:

3/20/18