

**Policy Name:** Posting Notices  
**Policy Number:** ADM 1.10  
**Title of Policy Owner:** Dean of Administration  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2023  
**Version:** 2.1  
**Policy Status:** Approved

**I. Policy**

Posting notices, announcements, and flyers is allowed at Bon Secours Memorial College of Nursing (BSMCON) as long as authors adhere to the guidance established in this policy.

**II. Purpose**

To provide guidance to follow when posting notices, announcements, and flyers.

**III. Scope**

This policy applies to all BSMCON students.

**IV. Definitions**

None

**V. Policy Details**

Physical Notices -

Physical posters, notices, and/or announcements related to student organization meetings and student activities may be posted on the bulletin boards identified for student use. Such communications should be no larger than 8 1/2" x 11". Additionally, such communications should include the name of the student organization with an official logo (if applicable); the name of the College with the College official logo; date of posting; and contact information such as a phone number and/or an email address of at least one organization member. The College administration reserves the right to remove notices that do not meet the stated criteria. Nothing is to be taped, nailed, tacked, posted, or pinned that may damage the adhered to surface. The College administration also reserves the right to remove notices that are out-of-date or no longer applicable.

If any student or student group desires to post flyers in any other area of the College than bulletin boards designated for student use, the student (group) must first submit the flyer to the appropriate advisor, if applicable. If the advisor approves the flyer, the

student (group) must then forward the flyer to the Student Services Coordinator who will review and approve, as the designee for the Dean of Student Affairs. A request should be sent via email to the Student Services Coordinator and the student (group) must state the exact areas of the College where it is desired to post the flyer. The Student Services Coordinator will review the request, make a decision, and then communicate the decision with the student (group).

**Electronic Notices –**

Electronic posters, notices, and/or announcements related to student organization meetings and student activities posted outside of social media must be approved by the Student Services Coordinator. Such communications should include the name of the student organization with an official logo (if applicable); the name of the College with the College official logo; date of posting; and contact information such as a phone number and/or an email address of at least one organization member. A request should be sent via email to the Student Services Coordinator, and the student organization must specify where online they intent to post. Student Services Coordinator will review the request, make a decision, and then communicate the decision with the student group.

If a student organization wants to post on social media, they must follow ADM 3.04, Media Policy News Outlets and Social Media Platforms, found on the College website.

**VI. Attachments**

None

**VII. Related Policies**

ADM 3.04 Media Policy News Outlets and Social Media Platforms

**VIII. Disclaimers**

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	05/27/2020	Revisions and new template	Dean of Administration
2.0	4/28/2023	Revisions and new template	Director of Student and Alumni Affairs

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2.1	05/02/2023	Triennial Review	Dean of Administration
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