



Title: Posting Notices

Policy
 No.: ADM 1.13

Date: 6/09/08
 Rev.: 11/2/12, 8/1/13; 8/1/15, 8/1/18

Areas Affected: All BSMCON College Personnel & Students

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Policy Statement:

Physical Notices -


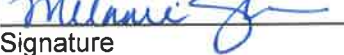
Physical posters, notices, and/or announcements related to student organization meetings and student activities may be posted on the bulletin boards identified for student use. Such communications should be no larger than 8 1/2" x 11". Additionally, such communications should include the name of the 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 The College administration also reserves the right to remove notices that are out-of-date or no longer applicable.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 Marketing Coordinator, who will review and approve, as the designee for the Dean of Student Services. A request should be sent via email to the Marketing Coordinator and the student (group) must state the exact areas of the College where it is desired to post the flyer. The Marketing 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 Marketing Coordinator on behalf of the Dean of Student Services. 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 Marketing Coordinator, and the student organization must specify where online they intent to post. The Marketing 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, the Social Media Policy, found on the College website.

Reference Policy # _____

Approved by: 

 Signature

Dean of Student Services
Provost/VP
 Title

8/1/18
8.1.18
 Date

Approval History:

Committees and Dates:
 Assistant Dean of Administration – 6/08, 1/15/13, 7/18
 Policy Committee – 2/18/13; 8/1/15, 7/24/18

Key words: Posting Notices