

Policy Name:	Posting Notices
Policy Number:	ADM 1.10
Title of Policy Owner:	Student Services
Approved by:	Executive Council
Effective Date:	8/15/2021
Version:	1.0
Policy Status:	Approved

I. Policy

Posting notices, announcements, and flyers is allowed at Southside College of Health Sciences (SCHS) if authors adhere to the guidance established in this policy.

II. Purpose

Provide guidance to follow when posting notices, announcements, and flyers.

III. Scope

This policy applies to all SCHS students and associates.

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 The College administration also reserves the right to remove notices that are out-of-date or no longer applicable.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 Engagement Officer. 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. Student Engagement Officer 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 Engagement Officer. 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 Engagement Officer, and the student organization must specify where online they intend to post. The Student Engagement Officer will review the request, make a decision, and then communicate the decision with the student group.

VI. Attachments

None.

VII. Related Policies

None.

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, 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	8/1/2021	Revised and new template	Executive Council