



STUDENT LIFE POLICY

NUMBER/TITLE: SL-705, POSTING

Covered Individuals: All Employees, Students, and Visitors

Covered Locations: Fayette campus, the section on postings that are prohibited is applicable to Centers

Effective Date: September 1, 2023

Strategic Priority: SP 1

HLC: Criterion 2.B

Consultations: AVPSL, VPASA, Director of Residence Life & Student Engagement

POLICY STATEMENT

Designed to promote activities, opportunities events, and regulations at UIU in a fashion that prevents damage to our facilities.

PURPOSE

Committed to the highest ethical standards of conduct and posting of information in line with our respective handbooks. To help maintain those standards, the University seeks the help of the University community to raise concerns and report, in good faith, any posted materials that an individual reasonably considers unethical, illegal, fraudulent, or in direct violation of University policy. An additional purpose of the posting policy is to keep the UIU buildings looking the best they can in an organized fashion.

DEFINITIONS

None.

POLICY IMPLEMENTATION

CAMPUS POSTINGS - All posters, signs, or notices made for display (e.g., sidewalk chalk, yard signs, etc.) pertaining to campus information and events must be approved through Student Life. Any Student Life staff member is permitted to approve postings.

All approved posters, signs, and notices must be stamped “STUDENT LIFE” by a Student Life staff member. The “STUDENT LIFE” stamp signifies that the posting is acceptable. Once postings are approved and stamped, they may be placed on bulletin boards across campus. No postings should be placed on windows, entryway glass panels, doors, pillars, car windows, or doors. If tape is needed for placement, it may NOT be duct or scotch tape; Blue painter’s tape is required. Should a poster or sign be posted without prior approval, or in an incorrect location, it is subject to removal. Those who post signage are also expected to take it down in a timely manner. University staff will remove inappropriate signage, as well as outdated materials from bulletin boards, when necessary.

**Please note that faculty and staff do not have to get permission from Student Life to post work-related material as long as such material is otherwise consistent with this policy.*

Postings that will NOT be approved include, but are not limited to, the following:

- Promotion of alcohol use (only educational posters on alcohol will be accepted)
- Abusive, discriminatory, embarrassing, threatening or harassing signage that implies illegal actions (sale of weapons, alcohol, or any other substances, etc.)

- Anything violating the University codes of student conduct
- 3rd party promotions without prior approval
- Postings supporting a particular political party or candidate for electoral office.

Questions about the posting procedures may be addressed to Student Life.

**Please note that the plastic sign holders that are supplied around campus are for Student Life and departmental events and information, specifically. Therefore, only Student Life and other University departments will be allowed to post their signs within the plastic sign holders. Materials can be posted on all other bulletin boards and posting areas.*

POSTING TO THE STUDENT CENTER TELEVISIONS - The PowerPoint slide show for the televisions in the student center is controlled by the Student Activities office. The PowerPoint will be updated every other Friday. The size of the PowerPoint should be 1920 x 1080 px. Requests to include slides or flyers should be sent to the Director of Student Engagement and Leadership and Graduate Assistant for Student Engagement by Thursday every other week. Approval and length of run will be determined by the Student Activities office.

CUSTODIAN

Assistant Vice President for Student Life
 Director of Residence Life and Student Engagement

RELATED DOCUMENTS, FORMS, AND POLICIES

None.

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
SL-705	April 17, 2023	Added Director of Residence Life & Student Engagement to list of consultations and custodian. Provided greater detail on the type of tape that is permitted and format for PPT advertisements.
SL-705	February 14, 2023	Policy put in new template.
705	September 1, 2021	Policy approved by President's Council.
705	August 30, 2021	Revisions made, University Policy Committee recommended policy.
705	August 16, 2021	Policy revised and sent for comment.
705	July 19, 2021	Policy revised by Student Life; changes sent to Student Life and OCM.
705	November 7, 2018	Policy approved by President's Council.
705	November 5, 2018	Policy revised; recommended by University Policy Committee.
705	November 2013	Procedure amended to include OCM additions.
705	August 2011	Procedure updated.
705	October 1, 2003	Procedure approved.