

**I. Posting flyers on campus**

- a. All flyers must be approved by the Office of Student Life PRIOR to putting them up on campus. This rule applies to both student organizations and individuals not affiliated with a student organization.
- b. If a student is interested in putting up flyers, he/she must come to the Office of Student Life in order to receive official approval from either the Coordinator for Student Life or the Student Life Specialist. (The Coordinator is located at the Parham Road campus, and the Specialist is located at the Downtown campus.) Once the flyers are reviewed and approved, the Coordinator or Specialist will initial and date each flyer at the top right corner of the page. If a flyer is displayed on campus without the initials of the Coordinator or Specialist, it will be removed and discarded immediately.
- c. Once the flyers are approved, the student is permitted to put up the flyers on campus. However, flyers may only be displayed on Student Life bulletin boards inside campus buildings. If a flyer is displayed anywhere besides on these bulletin boards (i.e. doors, windows, tables, etc.), it will be removed and discarded immediately.
- d. The student is permitted to put up no more than 2 of the same flyer per Student Life bulletin board. If there are more than 2 of the same flyer on one bulletin board, the additional flyers will be removed and discarded immediately.
- e. If an individual from outside the college wishes to put up flyers on campus, please refer this individual and his/her request to the Coordinator for Student Life for approval.
- f. The student may not place any flyers on top of other individuals' flyers.
- g. A flyer will be removed from a bulletin board and discarded 3 weeks after the date that was authorized by the Coordinator or Specialist at the top right corner of the page. All students are prohibited from removing any flyers from these bulletin boards.