

UNIVERSITY POSTING GUIDELINES

Governing Entities

1. Bulletin boards on the Northwest campus are governed by several entities. Each bulletin board is labeled by the office or organization that maintains it.
Boards labeled "University Posting" are governed by the Student Affairs Office.
2. The Residential Life Office has jurisdiction over the posting in residence halls.
3. Department and organization boards are under the jurisdiction of the department or organization that owns them.
4. The personal notice board is monitored by the Student Affairs Office to assure that only personal notices and advertisements are posted there.
5. However, approval is not needed to post on the personal notice boards.
6. Posters cannot hung on walls or doors.
7. Flyers and/or posters are not to be placed on vehicle windshields on campus.

Approval

1. All posters to be hung on University bulletin boards must first be approved (signed, stamped, and dated) in the Student Affairs Office.
2. All posters to be hung in the residence halls must carry the printed approval of the Residential Life Office and adhere to the Residential Life Posting Policy.
3. All posters to be hung on department or organizational bulletin boards must be approved by the entity that maintains them.

Regulations

1. No posting on doors, walls or windows.
2. Posters must specify the recognized student organization or Northwest office sponsoring the event.
3. Nonprofit organizations, off campus organizations, local businesses, and Northwest committees may be allowed to hang posters with the prior approval of the Student Affairs Office. These posters may be hung only on the designated board.
4. Posters must be removed within two days after the advertised event occurs.
5. Posters may be no larger than is 14 1 / 2 " x 22 1 / 2 " .
6. No inappropriate content including, but not limited to, pornography, obscenities, pictures of alcoholic containers or labels, and association to the dispensing of alcohol and/or illegal substances shall be referred to on the poster. No libelous or defamatory references shall be made in the posting.
7. Posters not in English should include English translation. Exceptions may be made for phrases that are common knowledge.
8. One poster hanging on each University bulletin board for each event being advertised is allowed.
9. All copies of a poster must have the Student Affairs Office stamp on them. Special arrangements for professionally made posters must be made in advance with the Assistant Vice President for Student Affairs.
10. Approved posters may not be removed or covered by other organizations' posters.
11. Posters may be up no longer than four weeks total.

Violations

1. Reports of violations may be submitted to the Assistant Vice President for Student Affairs.
2. For minor violations such as failure to remove expired poster, covering or removing another poster, or hanging more than one poster per bulletin board, the following sanctions will be imposed:
 - A. The first offense each academic year shall result in a written warning to the president of the organization or the department head.
 - B. Each subsequent offense shall result in the loss of posting privileges for fifteen (15) weeks, excluding Northwest holidays, beginning on the date the violation was submitted.
3. For major violations such as forgery of approval or posting an unapproved poster, the following sanctions may be imposed:
 - A. Revocation of posting privileges for up to one academic year from date of the decision.
 - B. A monetary fine of up to \$25.
 - C. In extraordinary cases, the charges and evidence may be turned over to local or state authorities.