



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Bulletin Board Policy
Department	Office of Student Affairs
Policy Editor	
Request Type	New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Removed <input type="checkbox"/> Reviewed <input type="checkbox"/>

OBJECTIVE (Briefly state your purpose.)

To clarify criteria for materials to be posted on public bulletin boards on campus.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

Dean Matthew Robison and the Student Affairs researched similar policies at other institutions.

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

Information will be communicated to campus community through email, website and other internal communications.

Authorizations

Dean or Supervisor Signature and Date: _____

C. Jeffery

Digitally signed by C. Jeffery
Knighton
Date: 2022.01.19 15:58:46 -0500

Cabinet Sponsor (VP) Signature and Date: _____

Knighton

President Signature and Date: _____

Kirk A. Nooks

Digitally signed by Kirk A. Nooks
Date: 2022.01.20 09:28:17 -0500

***Policy Template must be submitted with this form.**



Bulletin Board Policy

Policy

All bulletin board materials posted must adhere to the following:

- 1) Materials posted must identify the author/creator/publisher, and if applicable, a statement which identifies the announcement, event, program, service, etc. as not sponsored and/or supported by the College.
- 2) Materials posted must follow all rules and regulations outlined in the College's Student Code of Conduct and/or Employee Handbook.
- 3) Materials may not be distributed or posted outside of the designated bulletin boards without permission from each building's monitor.
- 4) Distribution may not in any way interfere with the orderly process of the College.
- 5) This policy does not apply to officially printed materials of the College.

Procedure

To submit materials for posting on the Student Center, Russell Hall and IC lobby boards, contact the Office of Student Life and Recreation. To submit materials to be posted on other campus bulletin boards, contact the department and/or office assigned that board.

Materials on all three boards will be monitored by the Office of Student Life and Recreation. Outdated information will be removed on a two week basis. All information will be removed from all boards at the conclusion of the fall, spring, and summer semesters.