



Rowan College of South Jersey

Administrative Procedure: 5003

DISTRIBUTING AND POSTING MATERIALS

Bulletin board and tack strips are located throughout the campus to assist with internal communication.

General Information Boards and Tack Strips

General Information bulletin boards may be used for student, employee, and community postings of a general nature including announcements of upcoming events and activities on the campus or in the community such as plays, concerts, meetings, health information, and educational materials. Community postings are permissible, but must bear the names of the sponsoring organization, and may not imply sponsorship or endorsement by the College. All postings must go through the following approval process.

Approval Process

Students, employees, and community members may submit postings for approval to the Office of Student Life.

Political postings and religious postings are not permitted.

Posting will not promote alcohol, tobacco products, or controlled substances, and no postings will include demeaning, discriminatory, and/or offensive portrayal of individuals or groups.

All external employment advertisements must go through the Office of Internship and Career Planning.

One posting per bulletin board or tack strip is allowed. Postings may not cover up previously posted materials. Bulletin board and tack strips are monitored regularly by the Office of Student Life.

Specialty Boards

Specialty bulletin boards or tack strips for clubs, organizations, or campus departments must be approved, monitored, and maintained by those groups.

Bulletin boards inside classrooms are reserved primarily for faculty postings related to class assignments. However, the Office of Student Life may post preapproved flyers for student events and information in the classrooms.

Removal

All items posted on campus not generated by the College Marketing Department or Office of Student Life must be stamped by the Office of Student Life prior to posting. Postings may be removed if circumstances, such as completion of an event, or appearance warrant.

External postings by community members may hang for up to one month or until event end date, except as approved by the posting agent.

Posted materials that are not approved, as well as any materials placed on the wrong bulletin board or tack strips, will be removed.

Unapproved Areas

Any materials posted on unapproved areas such as glass, painted walls, doors, furniture, columns, railings, fire extinguishers, or fire alarm boxes will be removed by the Office of Student Life, Operations, or the Security Staff. Posting on exterior building surfaces are not permitted without approval of the President or designee. No literature of any kind may be placed on automobiles either on or off campus.

Area: Facilities
Approved: 07/01/19, 11/19/24
Revised: 12/16/25

President's Authorization: _____

A handwritten signature in black ink, appearing to be 'P. S. D.', is written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *5003 Distributing and Posting Materials*

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