



Campus Posting

Policy EM002

Volume 5, Enrollment Management and Student Success

Responsible Administrator: Vice President for Enrollment Management and Student Success

Responsible Office: Enrollment Management and Student Success

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Policy Statement

The Fashion Institute of Technology (“FIT” or “the college”) coordinates the posting of notices for college-affiliated events on FIT property.

Reason for the Policy

This policy provides campus organizations and FIT departments the opportunity to promote events while outlining requirements for the preparation, display and removal of postings. The policy ensures effective campus postings that reduce waste, restrict unauthorized publicity, support an inclusive community and avoid damage to buildings and facilities.

Who is Responsible for this Policy

- Enrollment Management and Student Success
- Student Life
- Residential Life

Who is Affected by this Policy

- All Students and Employees
- All Departments and Offices
- All Student Service Departments

Definitions

- **Campus:** means all academic, office and administrative buildings and residence halls. Department-labeled bulletin boards are the responsibility of the department and any items to be posted on department bulletin boards require approval of the department. In addition to this Policy, all postings must also comply with any other applicable FIT policy, with the Student Rights and Responsibilities Manual and with policies of FIT Residential Life.
- **Campus posting:** refers to attaching, temporarily, any information to any surface on the FIT campus other than a department-labeled bulletin board.

Principles

- **Allowed/Acceptable Postings**
Only FIT-recognized student organizations or clubs, registered FIT students; FIT departments, offices and employees; and FIT-affiliated departments, offices and employees may post notices on campus. Postings must announce or be related to specified FIT events, and must be intended for the FIT community as a whole. Every posting must contain the date, time, location and sponsor of the event. Items announcing specific events, parties or lectures may not exceed 11" by 17". Items announcing regularly scheduled meetings may not exceed 8.5" by 11".
- **Posting Approvals**
Prior to posting, all items must be approved and stamped by the Residential Life Office for posting in FIT Residence Hall space. The Department of Student Life approves and stamps for postings in approved areas (see Posting Areas below) in FIT non-residence hall buildings.
- **Posting Areas**
Posting is allowed only on bulletin boards and in glass cases mounted across the FIT campus. Items may not be posted on other surfaces (walls, doors, windows, etc.) and will be removed and discarded without notice. Only one posting for any event is allowed on any one board. Posting over other items is not permitted. Any item posted over another item, whether or not it obscures the item underneath, may be removed and discarded.
- **Posting Schedule**
No posting may remain up beyond the date of the event in the posting. The group that posted the item is responsible for removing every posting immediately after the event date. An individual or organization that fails to remove outdated postings may be denied permission to post in the future. Outdated postings may be removed and discarded.
- **Exceptions to this policy**
Requests for permission to place items in glass-cases, or requests for exceptions to this policy, may be made to the Vice President for Finance and Administration.

Responsibilities

N/A

Procedures

- **Poster approval for notices to be hung in Academic and Administrative Spaces**
 - Submit poster/flyer to the Office of Student Life 10 business days prior to desired posting date to ensure consideration.
 - Student Life will notify submitters of approval or revisions via email within 5 business days.
 - Submitters will bring the approval notification and the number of posters/flyers they would like stamped indicating posters/flyers have been approved. The Office of Student Life will affix the approval stamp, immediately. Departments and Organizations are responsible for their own printing and distribution across campus buildings in accordance with the policy above.

- **Poster approval for notices to be hung in Residence Hall Spaces**
 - Submit 15 copies of the poster/flyer for approval to the Office of Residential Life one week before desired posting date.
 - Submitters will be contacted if the poster/flyer submission is not approved.
 - Once approved, Residential Life staff will post appropriately in each residence hall.

Violations

- Postings that do not comply with this policy may be removed and discarded without notice. Any student who posts unapproved items will be subject to discipline, including judicial action, through the Residential Life Office or the Department of Student Life, and may be denied permission to post in the future.

Related Policies

- [Bias Crime Prevention](#)
- [Code of Student Conduct](#)

Related Documents

- [Student Rights and Responsibilities-see Student Handbook](#)

Contacts

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