



## UNIVERSITY POLICY

### STUDENT LIFE POLICIES

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**Number: 705**

**Subject: Posting Policy**

**Covered Individuals: UIU Employees, Students and Visitors**

**Covered Campus Locations: Fayette**

**Effective Date: 11.7.2018**

**Date of Latest Revision:**

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#### PURPOSE

Upper Iowa University is committed to the highest ethical standards of conduct and posting of information in line with our respective handbooks. To help maintain those standards, the University seeks the help of the University community to raise concerns and report, in good faith, any posted materials that an individual reasonably considers unethical, illegal, fraudulent, or in direct violation of University policy. An additional purpose of the posting policy is to keep the UIU buildings looking the best they can in an organized fashion.

#### DEFINITIONS

N/A

#### POLICY

**CAMPUS POSTINGS** - All posters, signs, or notices made for display (e.g., sidewalk chalk, yard signs, etc.) pertaining to campus information and events must be approved through Student Life. Any Student Life staff member is permitted to approve postings.

All approved posters, signs, and notices must be stamped "STUDENT LIFE" with a Student Life staff member. The "STUDENT LIFE" stamp signifies that the posting is acceptable. Once postings are approved and stamped, they may be placed on bulletin boards across campus. No postings should be placed on windows, entryway glass panels, doors, or car windows or doors. If tape is needed for placement, it may NOT be duct or scotch tape; blue painter's tape is required. Should a poster or sign be put up without prior approval, or in an incorrect location, it is subject to removal. Those who post signage are also expected to take it down in a timely manner. University staff will remove inappropriate signage, as well as outdated materials from bulletin boards when necessary.

*\*Please note that faculty and staff do not have to get permission from Student Life to post work-related material as long as such material is otherwise consistent with this policy.*

Postings that will NOT be approved include, but are not limited to, the following:

- Promotion of alcohol use (only educational posters on alcohol will be accepted)
- Abusive, embarrassing, threatening or harassing signage that implies illegal actions (sale of weapons, alcohol, or any other substances, etc.)
- Anything violating the University codes of student conduct
- 3<sup>rd</sup> party promotions without prior approval
- Postings supporting a particular political party or candidate for electoral office

Postings that will be approved include, but are not limited to, the following:

- Educational information on certain topics (health, holidays, etc.)
- Academic-related postings
- Club, organization, or institutional events
- Items for sale (books, refrigerators, furniture, etc.)
- Apartments/houses for rent or roommates needed
- Postings encouraging voting and/or providing information on where to vote

All postings must be tasteful and in the best interest of the University community. The University reserves the right to take any sign down. Questions about the posting procedures may be addressed to the Office of Student Life.

*\*Please note that the plastic sign holders that are supplied around campus are for Student Life and departmental events and information specifically. Therefore, only signs from the Office of Student Life and the respective academic departments will be allowed to post their signs within the plastic sign holders. Materials can be posted on all other bulletin boards and posting areas.*

CAMPUS CANVASSING - All external groups looking to conduct canvassing on campus must first register for approval with [events@uiu.edu](mailto:events@uiu.edu) or the events manager at 563-425-5848. Canvassing of this nature is prohibited inside UIU buildings. External groups may also rent space at UIU through the events manager.

ELECTRONIC MAIL - Clubs and organizations may send out no more than one mass email regarding information and events respectively. This will be done if the program proposal is turned in to the Student Activities office two weeks prior to the event. The mass email on behalf of clubs and organizations must be sent by the Coordinator of Student Activities, Graduate Student for Student Activities, or the organization advisor.

All emails must follow campus rules/policy and club and organization regulations. These messages need to be academic in nature or related to campus functions (emails will not be sent out regarding items for sale, roommates needed, etc.). Special mass emailing consideration for University sponsored student groups will be made by the Coordinator of Student Activities. Questions about the email procedures can be addressed to the Office of Student Life.

Emails that will NOT be approved include, but are not limited to, the following:

- Items for sale (books, refrigerators, furniture, etc.)
- Apartments/houses for rent or roommates needed
- Promotion of alcohol use (only educational emails on alcohol will be accepted)
- Abusive, embarrassing, threatening or harassing emails that imply illegal actions (sale of weapons, alcohol, or any other substances, etc.)
- Anything violating the University codes of student conduct

Emails that will be approved include, but are not limited to, the following:

- Club, organization, or institutional events
- Academic/Educational related postings

University electronic mail (email) systems and services are part of University facilities. Any email address or account associated with the University, or any sub-unit of the University, assigned by the University to individuals, sub-units, or functions of the University, remains the property of the University, including all the mail associated with the account. Access to University electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the University without prior notice and without the consent of the email user when required by and consistent with law, when there is substantiated reason to believe there is a violation of a policy or law.

**ONLINE BULLETIN BOARD** - To reduce the amount of email sent to students, faculty, and staff, the University has created an online bulletin board through myUIU that allows individuals to communicate certain messages to the entire campus without congesting inboxes. Messages about book sales, furniture, tutoring, ride share, and other areas are encouraged to go through the myUIU bulletin board. Individuals who post messages on the bulletin board are responsible for deleting their thread. Messages and threads need to be removed after a month of being posted.

While using the myUIU bulletin board, individuals must post in accordance to University policy. The messenger must NOT post, email, or otherwise make available content within the bulletin board that:

- is unlawful, threatening, harassing, defamatory, libelous, invasive of another's privacy, or harmful to minors in any way
- is false, deceptive, misleading, deceitful, or constitutes "bait and switch"
- violates any laws, third party rights, or institutional policies
- distributes spam, chain letters, or pyramid schemes
- promotes the use of alcohol, parties, weapons and/or other functions

Individuals who post messages on the online bulletin board must understand that all postings and photos posted are the sole responsibility of the individual from whom the posting originated. UIU does not control, nor is the institution responsible for, any postings that may be exposed to students, faculty, and/or staff. Interactions between individuals found on the bulletin board, including payment and delivery of goods or services, and any other terms, conditions, warranties or representations associated with such dealings, are solely between the individual and/or group and such organizations and/or individuals.

Access to the myUIU online bulletin board is a privilege that may be wholly or partially restricted by the University without prior notice and without the consent of the user when required by and consistent with law, when there is substantiated reason to believe there is a violation of University policy or the law. This bulletin board is to be utilized for internal groups only; postings for outside groups will not be permitted. The advertisement will stay up for a period of one month from the initial postdate.

**POSTING TO THE STUDENT CENTER TELEVISIONS** - The PowerPoint slide show for the televisions in the student center are controlled by the Student Activities office. The PowerPoint will be updated on the first and third Mondays of every month. Requests to include slides or flyers should be sent to the Coordinator of Student Activities at [bassj323@uiu.edu](mailto:bassj323@uiu.edu). Approval and length of run will be determined by the Student Activities office.

**POSTING IN MAILROOM** - Mailboxes with printed materials that have not been postmarked will pay a fee of \$40.00. Individual specific lists ARE \$0.10 per box with a minimum of \$5.00. There is a 20% discount on all stuffing rates if inserts are printed at UIU. Postings made on behalf of outside groups, organizations, and/or businesses are subject to approval and a fee structure through the mailroom and print shop.

**POSTING IN THE RESIDENCE HALLS** - To have approved posters on display in the Residence Halls, copies of the poster should be given to the Hall Directors to distribute to the RA staff. Posters should be brought to Student Life to be put in each Hall Director's mailbox two weeks prior to the event. Fifteen posters should be paper clipped together for the South Village Hall Coordinator's mailbox and fifteen posters should be paper clipped together for the Garbee Hall Coordinator's mailbox. Questions may be directed to the Coordinator of Student Activities, Hall Coordinators, or the Student Life front desk.

Edgar (2) – bulletin boards

Alexander-Dickman Hall (1) – 1st floor bulletin board

Liberal Arts Building (2) – 1st and 2nd floor bulletin boards

Henderson-Wilder Library (1) – Entry way bulletin board

Andres Center for Business & Education (1) – 1st floor bulletin board

Baker-Hebron (3) – north, south, and east entry way bulletin boards

Rec Center (2) – north entry way bulletin board; 1st floor bulletin board

Garbee Hall (15) – Student Activities board on 1st floor hallway; hall coordinator mailbox in Student Life (10 copies)

Student Center (5) – 1st and 2nd floor, game room, commuter lounge bulletin boards; leadership center

South Village (15) - hall coordinator mailbox in STUDENT LIFE (11 copies)

Total = 47

\*All postings should be on bulletin boards or poster strips located in each of these areas, not on windows or walls.

## **RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

N/A

## **CONTACTS**

Acting as the policy owner, the Coordinator of Student Activities and the Dean and Assistant Dean of Students are responsible for answering questions regarding the application of this policy.

## **SANCTIONS**

N/A

## **HISTORY**

- October 1, 2003  
Procedure was approved
- August, 2011  
Procedure was updated
- November, 2013  
Procedure was amended to include OCM additions
- November 5, 2018  
Procedure was redrafted as Policy and recommended by University Policy Committee
- November 7, 2018  
Policy was approved by the President's Council