

conduct a hearing. Its decision will be final.

**The hearing and appeal committees' decision shall have no effect upon any other individual** not participating in the specific complaint, nor will it operate to change any University policy or procedure.

**Each decision shall be reviewed** in due course by appropriate University policy-makers to determine if any policy change should be made.

**Full and complete documentation** of any complaint shall be retained by the EOD for a minimum of three (3) years.

### **CAMPUS BULLETIN BOARD & POSTER POLICY**

The Washburn University policy on posters and bulletin boards has been adopted in order to promote the effective use of postings within University buildings. Posting is only allowed on designated walls and bulletin boards.

1. Posters displayed in buildings on campus must be date stamped in the Student Life Office,  
Morgan Hall 104. Date stamping does not constitute University approval of the contents.
2. Maximum number of posters per organization or event allowed: 20 per building. WSGA Student Election fliers are exempt from the 20 per building limit.
3. Posters will be date stamped according to the following:
  - \*Non-University groups advertising products or services – 2 WEEKS;
  - \*Community service organizations or University groups – UP TO 30 DAYS, IF NEEDED;
  - \*University academic or administrative departments – UP TO 1 SEMESTER, OR LONGER, IF NEEDED;
  - \*Special events held on a specific date – THRU THE DATE OF THE EVENT OR, THE APPROPRIATE POSTING PERIOD, WHICHEVER IS LESS.
4. The maximum size poster allowed on a bulletin board will be 11 by 17 inches.
5. Postings outside of buildings on the University campus are allowed only on bulletin boards or other locations designated for that purpose.
6. To minimize the risk of fire and the impeding of quick and safe egress from buildings in an emergency, posting is not allowed in the following locations:
  - a. In stair enclosures or on stair railings;
  - b. On doors or windows, including translucent glass block windows;
  - c. On lights or heaters;
  - d. In or on elevators;
  - e. On floors;
  - f. On furniture;
  - g. Attached to or covering fire extinguishers, hose cabinets, exit markers, or any other safety equipment;
  - h. In any other location where they might constitute a safety hazard.
7. Posters must be placed in such a manner that they do not overlap or interfere with the viewing of adjacent posters.
8. Posters on bulletin boards must be attached with thumbtacks. Staples are not permitted. Postings are limited to 1 item per bulletin board. When utilizing University public area bulletin boards, stamped posted messages are limited to 1 posting per bulletin board. Posters on walls must be attached with masking tape. Scotch tape and other tapes are difficult to remove and may damage painted surfaces.
9. Notices that require only a one-day posting period, such as to announce changes in previously scheduled events, to provide directional information for groups visiting