



#### ADMINISTRATIVE POLICY

<b>Policy Type:</b>	Institutional Bulletin Board Usage
<b>Policy Number:</b>	LC-2704
<b>Date Adopted:</b>	1/1/2005
<b>Version:</b>	7.00
<b>Review Cycle:</b>	Biennially
<b>Date Last Reviewed:</b>	05/01/2025
<b>Office Responsible:</b>	Marketing
<b>Reviewing Committee:</b>	N/A
<b>Related Policies:</b>	N/A
<b>Related Laws:</b>	N/A

#### **Policy Summary**

Jackson College is an academic institution that celebrates and is respectful of one's right to freedom of expression. It is also an institution committed to preserving a safe working and learning environment for its community members. Balancing an open learning environment where all students are encouraged to challenge established theories, practices and concepts but to do so in a way that is respectful to all individuals and their right to a safe community, is a foundational element of our College mission.

Jackson College bulletin boards are considered a useful tool for the exchange of information. They are available for use by employees, students and the public. This policy establishes acceptable practices and use and maintenance of College bulletin boards.

**Scope:** This policy applies to all employees, students and guests. The policy applies to the Central Campus. Notices posted at Jackson College Lenawee and Jackson College Hillsdale will be approved by the individual location. Posting policies remain the same for Jackson College Lenawee and Jackson College Hillsdale. Locations of approved bulletin boards will be available for each location.

#### **Policy Statement:**

Advertisements, announcements, posters, flyers, etc. (herein called "notices") posted on bulletin boards shall not contain material which constitutes unlawful discrimination or harassment or which is otherwise unlawful.

Notices may be placed on campus bulletin boards with the following provisions:



1. Notices will be authorized and initialed by the Marketing and Communications Office. The site administrator at Jackson College Hillsdale and Jackson College Lenawee shall approve postings at their locations.
2. Notices must not exceed 11 inches by 17 inches in size.
3. All notices will be dated with the date of posting. Notices may remain posted for 14 days or until the event/offer has expired.

*Note: Students, student organizations, outside vendors, College departments and community members may only post approved information on designated campus bulletin boards and posting areas. These bulletin boards shall be clearly marked. A list of campus bulletin boards is available on the Marketing webpage.*

There shall be no signs or notices placed on trees, utility poles, fences, doors, walls or windows of buildings, or windows of autos, or on any painted surface. Notices found in these areas will be taken down immediately. Failure to comply with this or any portion of the bulletin board policy may lead to removal of posting rights.

Bulletin boards designated for specific departments and offices will be clearly marked with their designation and are not for use by any outside student, group or department that has not received specific permission from the designated department. Please refer to the list of approved locations provided by the Marketing and Communications Office.

#### **Change Log:**

<b>Date Of Change</b>	<b>Description of Change</b>	<b>Responsible LC Party</b>
11/16/11	Change log added	A Goings
6/08/12	Biennial Review	M Shields
9/14/12	Change in policy to assign Central Campus function to the Switchboard	D. Karkheck
06/10/16	Change College location names update policy due to reduction in number of bulletin boards due to renovations.	D. Karkheck
7/17/2024	Review	D. Karkheck
12/19/2024	Change to criteria for bulletin board postings to align with First Amendment	C. Allen, COO
05/01/2025	Legal review by Miller Johnson	C. Allen, COO