

**Goldfarb School of Nursing (GSON) at Barnes-Jewish College
Student Experience and Development Policies/Procedures**

TITLE: Campus Posting Policy – GSON Students

SUBMITTED/REVIEWED BY: Edward Gricius, MS
Associate Dean of Student Experience and Development

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Policy Statement

To assist in maintaining the appearance of the College, this policy provides general guidelines for GSON students. The intent of the policy is to be consistent with the master plan for information/event signage/poster displays at Goldfarb School of Nursing at both campus sites – Duncan and West.

Procedure

Requests to post materials (including postings on tables in the Commons, bulletin boards in the Student Lounge or electronic boards) at Goldfarb School of Nursing should be directed to the Student Engagement Advisor via email. Final approval will be provided by the Director of Student Support and Engagement or Associate Dean of Student Experience and Development. Please include your name, GSON/BJC department/student club, phone number with a description and date of the event. All postings must be approved in advance – recommendation is a minimum of 2 weeks prior to the event.

Posting Guidelines

1. No temporary posters, notices or signs shall be taped on doors, walls, windows, etc.
2. All signage must be of professional quality.
3. Standard size of posting is 8 1/2 x11 inches.
4. The approval may be based on space available.
5. Informational postings for students are generally approved for the following locations:
 - a. Commons area at both Duncan and West campus sites in tabletop tripods.
 - b. Student Lounge bulletin boards at both Duncan and West campus sites.
6. In general, no signage urging/persuading individuals to accept/purchase a product or service is approved.
7. The student receiving signage posting approval is required to remove by the recommended date or immediately after the event has taken place.

Any questions regarding this policy can be directed to the Associate Dean of Student Experience and Development.