

Student Life Bulletin Boards Policy

Most of what is posted on boards around all campuses are materials originated by the Communications, Marketing and Student Life Office as well as student clubs. However, additional departments and external parties may request materials to be posted around campus. It is the goal of the Communications, Marketing and Student Life Office to provide students with accurate, helpful information and resources to lead them toward academic and professional success.

What is allowed to be posted:

- Materials promoting college departments, student clubs and organizations, activities and events
- Materials promoting helpful and important resources available to students both in and outside of the college
- Materials promoting the completion of a survey if the survey relates to the student body
- Materials prompting students to register to vote, as well as providing information on how to do so
- Miscellaneous student postings as approved by the Director of Student Life

What is not allowed to be posted:

- Materials promoting hate, violence and/or obscene language/imagery
- Materials defaming the college or providing inaccurate representation of any student, alumni or employee
- Materials promoting political and/or religious ideologies and agendas
- Materials that violate laws regulated by the Family Educational Rights and Privacy Act (FERPA)
- Job postings (these should be directed to the Career Development Center)
- Materials that are irrelevant to LCCC student success, such as external sports teams, events, private businesses, etc. as determined by the Director of Student Life

Postings that are outdated, past a time-sensitive event or due date or with old information will be removed. Notify the Director of Student Life immediately. The Director of Student Life will manage what gets posted and will coordinate regular walkthroughs to ensure material is up to date and of high quality. The Communications, Marketing and Student Life Office will work together to manage the removal of outdated information from the bulletin boards.

The Director of Student Life reserves the right to remove materials any time for any reason, but especially if a posting has been up for an extended period of time in the interest of making

space for new postings. Site supervisors at the Tamaqua and Allentown campuses may use their discretion when managing postings. All final decisions on bulletin board postings will be made by the Executive Director of Communications, Marketing and Student Life.

Bulletin boards managed by other departments do not have to run postings by the Director of Student Life, but the Communications, Marketing and Student Life Office still reserves the right to remove postings that violate the criteria specified in this policy.

Posting inquiries should be directed to Daniel Melin, Director of Student Life, at dmelin@lccc.edu or 610-799-1146.