

Policy Number/Title:	5.2.1 Posting Policy
Effective Since:	06/30/2024
Last Revision Approved:	06/30/2024
Responsible Officer:	Student Affairs

1. Scope:

Winthrop students and non-Winthrop students wishing to post information on campus.

2. Definitions:

This section was intentionally left blank.

3. Policy:

Posting Guidelines:

- For Winthrop University student organizations, posted materials must clearly promote the activity publicized and the sponsoring university organization as its primary message, rather than the commercial advancement of the non-affiliated entity or product. If the name, logo, trademark, slogan, or similar identifier of a non-university affiliated appears on the posting, it must not appear as the dominant message. Student organizations that want to post flyers/posters/materials must follow the approval process for each building/location. For more information on the posting procedures for specific locations on campus, please review the [Winthrop University Posting Guidelines](#).
- The university restricts the use of lawn signs for directions only on the main campus. These directional signs must be approved and follow the guidelines outlined at [Outdoor Signs on Campus | Winthrop University](#). Event directional signage must be removed 24 hours after the event.
- Notices to be posted in residence halls must be approved by the Residential Learning Coordinators and follow all guidelines set by the Department of Residence Life.
- Postings or advertising which promotes the use and/ or sale of alcohol as the primary function of the event are prohibited in all Winthrop University Residence Halls.



- Postings may not be placed on the exterior surfaces of any campus buildings, trees, lampposts, fences, vending machines, trash cans, and right-of-ways adjacent to university academic, residential or support facilities, or on any parts of vehicles parked on campus.
- Every person and each group are responsible for litter generated by their own handouts or handbills.
- Entities that are unaffiliated with Winthrop University, including off-campus vendors not being sponsored by student organizations, as well as, unaffiliated individuals, businesses, and organizations, are permitted to post materials on campus on any of the [Open Access Bulletin boards](#). For information regarding opportunities for external groups, please see the external group policy.

Winthrop University Open Access Bulletin Boards

Open Access Bulletin Board does not require prior approval. The viewpoints and messages on the Open Access Bulletin Board are not a representation or reflection of Winthrop University. Fliers and materials on the Open Access Boards will be cleared each month. For the list of open access bulletin board locations, see the [Winthrop Posting Guideline](#) list.

** Winthrop students enrolled in on-line degree programs may submit materials for posting to the Assistant Director for Student Organizations and Leadership Development (studentorgs@winthrop.edu and must adhere to all of the above mentioned guidelines.*

Enforcement: Violations of this policy by students or student organizations are prohibited by the Student Conduct Code and will be subject to the disciplinary process. Violations of this policy by off-campus entities may result in their loss of future posting/advertising privileges and/or criminal sanctions by the Winthrop University Police Department.

4. Procedures:

This section was intentionally left blank.

5. Resources:

Winthrop Student Handbook

6. History of Revisions:



06/30/2024 Minor Revisions
10/01/2016 Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: