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**ROANE STATE COMMUNITY COLLEGE****TBR Policy Reference:** 3:02:02:00**TBR Guideline Reference:****Original Date Effective:** 11/10/03**Revision Effective:** 12/4/06**Approved By:** Wade B. McCamey, President**Approved By:** Gary Goff, President**Office Responsible:** Vice President for Students and Enrollment Management

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**Subject:** CAMPUS BULLETIN BOARDS

Roane State Community College is a multi-campus institution and has designated the Assistant Vice President for Student Services and Multicultural Affairs, as well as the Vice President of Oak Ridge Branch Campus and satellite campus directors as authorized officials to approve bulletin board use on these campuses according to TBR policy 3:02:02:00.

Roane State procedures for campus bulletin board use at all locations follow:

College regulations require that all notices, posters, advertisements, announcements and other bulletin board information be approved by the office of the Assistant Vice President for Student Services and Multicultural Affairs (Roane County), Vice President of Oak Ridge Branch Campus, or site directors at the Campbell, Cumberland, Fentress, Loudon, Scott, Morgan, and Knox County Centers. Approval may be obtained during normal working hours.

Notices may remain on display for fourteen days (with approved exceptions) before being removed and discarded. Posted material may be saved through personal removal prior to the expiration date. Students, faculty, and staff should personally remove all notices of events if posted material becomes obsolete prior to the 14-day expiration date. Notices of obsolete events as well as unauthorized material posted on bulletin boards will be subject to removal.

To maintain clean and uncluttered bulletin boards, all notices and announcements must be typed or neatly hand printed. Materials should be posted only on bulletin boards, not walls or window space. Exceptions for notices about special campus events may be made by one of the above named campus officials.

In general, no solicitations of any form may be posted on campus bulletin boards. Any exceptions must have prior approval from the Assistant Vice President for Student Services and Multicultural Affairs or one of the other authorized officials noted above. All student job postings must have prior approval by the Placement Office.

Use of a campus bulletin board may be denied if the material is obscene or otherwise violates any federal or state law or regulation of the Tennessee Board of Regents or the college. Decisions made by the Assistant Vice President for Student Services and Multicultural Affairs or the other designated college officials authorized to approve use of campus bulletin boards may be appealed in writing to the president of the college.

Revised: 12/04/06