

DES MOINES AREA COMMUNITY COLLEGE  
EDUCATIONAL SERVICES PROCEDURES

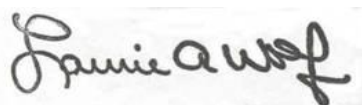
Section: STUDENT ACTIVITIES  
Subject: DMACC Bulletin Boards  
Effective Date: August 22, 2013  
Procedure Number: ES 4860

I. Institutional Regulations

To provide direction and clarification of procedures for posting material on bulletin boards at Des Moines Area Community College. Companion procedure to ES4890 and ES4891.

II. Procedure

- A. Bulletin boards may be used by recognized campus organizations and departments to post items related to their activities.
- B. All items on bulletin boards must be approved by the Student Activities office on the Ankeny Campus or the Provosts' Office (or Provost's designee) on the Boone, Carroll, Newton, Urban and West Campuses and must display an approval stamp. Unapproved items will be removed.
- C. Items will normally be approved for a two-week period of time.
- D. Items of general interest and direction may exceed the two-week limit and extended posting may be for the academic year.
- E. Bulletin boards will normally be cleared once a week and new material posted.
- F. The Student Activities office on the Ankeny Campus or the Provosts' Office (or Provost's designee) on the Boone, Carroll, Newton, Urban and West Campus provides the service of affixing posters to bulletin boards at no charge.
- G. Due to limitations on space, the use of college bulletin boards will be limited to campus departments and recognized campus organizations to post items related to their activities.
- H. The Student Activities office reserves the right to deny approval of items posted on the bulletin boards in accordance with the law.



8-12-13

APPROVED: \_\_\_\_\_  
Executive Dean, Student Services

Date: \_\_\_\_\_



8-12-13

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Senior Vice President, Academic Affairs

Date: \_\_\_\_\_