

AURORA UNIVERSITY

Campus Postings Policy

Effective: August 27, 2026

Approval: August 7, 2026

Freedom of inquiry and expression are central to Aurora's educational mission as an inclusive community dedicated to the transformative power of learning. The University has incorporated these central Mission commitments into the following Policy regarding postings on campus.

As part of this commitment, the University therefore recognizes and supports the rights of students, faculty, and staff to share information publicly on campus in the form of postings and expressions of viewpoints, subject to the policies and procedures set forth below and other relevant University statements such as the *Statement on Free Expression and Civil Discourse*.

The University serves as the final decision-maker regarding postings and will make decisions about the time, place, and manner of postings consistent with the provisions of this Policy and applicable law, as well as with the University's *Mission, Vision, and Values*.

The fact a posting is permitted on the Aurora University campus pursuant to the provisions of this Policy does not constitute approval or endorsement by the University of the positions or viewpoint(s) expressed within the posting.

Please note that this Policy applies to postings by the entire campus community. Exempted from this Policy, however, are postings within individual dorm rooms or offices or postings within dedicated unit, departmental, or program display areas.

A. FORMS OF POSTING

Postings may take many forms including, but not limited to, posters, fliers, banners, chalkings, and installations. For purposes of this policy, the following definitions apply:

- *Posters, Fliers, Flags, and Banners* (any primarily two-dimensional temporary sign, whether set forth in a poster, flier, flag, or banner)
- *Chalkings* (messages installed with chalk on hard permanent surfaces such as brick, cement, etc.)
- *Other installations* (any physical installation that does not fit within the categories of Posters, Fliers, Flags, Banners, or Chalkings).

Postings that constitute commercial solicitations must not only satisfy the requirements of this Policy but also must comply with all solicitation/anti-solicitation policies of the University.

B. CLEAR OWNERSHIP

A posting must clearly indicate on its face the name and, if applicable, aurora.edu email address of the person and/or group responsible for the posting. Except where permission has

been granted as described below, any group name noted on a posting must be an established unit or department of the University or a Registered Student Organization (“RSO”). University groups that are not an established unit or department of the University or registered student organization must seek prior permission to post without an individual's name on the face of the posting by reaching out to the Dean of Students’ Office and providing the name and contact information for a student, faculty, or staff member associated with the group.

C. INSTALLATION

Postings are to be installed by the person/group responsible for the postings and may be affixed only on bulletin boards that are approved for installation of postings.

Chalkings may only be installed upon horizontal outdoor concrete surfaces on the ground that are exposed to the elements. They may not be installed on walls, pillars, art installations, mechanical equipment, vehicles, horizontal surfaces not on the ground, or any vertical surfaces – and they may not be installed under overhangs of any kind.

Fliers may only be placed within buildings or external areas of the campus in locations approved by the University for placement of loose printed information.

The location of a posting must not disrupt University operations or pose a risk to health or safety, including by violating Fire Codes or other life/safety regulations as determined by the appropriate University or City of Aurora officials. The University reserves the right to regulate the size of posted material and to remove material that disrupts operations, interferes with ingress or egress from a University space, or otherwise is deemed to pose a health, safety, or operational risk.

Any prominent exterior signage locations generally associated with publicizing events or programming may be used only to publicize the particular event or programming within the associated building and shall include on its face the name(s) and date(s) of that programming.

D. LIMITATIONS UPON CONTENT AND TIMING OF POSTINGS

Postings may not defame an individual or organization; constitute or contribute to discrimination, harassment, or retaliation; constitute vandalism; threaten violence; violate substantial privacy or confidentiality interests; disrupt operations; or otherwise violate the University’s *Mission, Vision, and Values*, equal opportunity policies, or applicable law. Postings, including chalkings, that depart from these standards will be removed, and the individuals or organizations who post them may be subject to disciplinary action under applicable University conduct standards.

If a posting relates to or purports to publicize a speaker event or demonstration on campus for which approval must be sought, individuals or organizations are prohibited from posting announcements of such events before obtaining required approvals under the University’s *Invited Speaker Policy* or *Campus Demonstration Policy*. Premature postings about such

events will be removed by the University and, in appropriate circumstances, may constitute violations of University policy by the individual student, employee, or student organization that posts prematurely.

The Aurora University logo may only be used on postings subject to this Policy with the prior written approval of the University.

E. DURATION AND REGULAR REMOVAL

University staff remove postings from approved bulletin boards two weeks after the date of the posting. Postings will also be removed and discarded campus-wide on the day after the last day of final exams each semester; at the end of special terms; and in mid-August.

Regularly removed posters will be recycled. Campus community members who wish to reuse posters should remove them prior to the two-week deadlines.

Event-related posters will not be removed until the last program date on the flier or poster has passed -- but may not be posted more than two weeks prior to the first program date on the flier or electronic event announcement. After the last program date has passed, posters may be removed by any member of the community. Event dates must be listed on the poster itself and may not be accessible solely via link or **QR** code. Posters advertising regularly scheduled and recurring meetings (e.g., weekly meetings for the duration of the semester) will be removed every two weeks as part of the regular clean-up process. Only health and safety-related postings and legally mandated HR postings, or other postings made by the University in the regular course of its academic or other operations, are exempt from the requirement of regular removal.

F. UNAUTHORIZED REMOVAL; DEFACEMENT

With the exception of the removal of expired event-related posters or other postings, community members may not remove, cover over, or write on others' postings unless given explicit permission to do so by the original poster. (Chalked information that is placed on walkways pursuant to this Policy may be obscured or erased through normal travel of community members on walkways; this does not constitute unauthorized removal or defacement for purposes of this Policy.

Community members whose postings have been improperly covered over, removed, or defaced may alert the University by sending a message to the Dean of Students. Violation of this requirement may subject the violator to disciplinary action under University conduct codes.

G. ENFORCEMENT

Everyone who posts on University property is required to comply with this and all related University policies and should understand that violation of this and other University policies may result in disciplinary action.

Related policies, including the University's *Invited Speaker*, *Campus Demonstration*, and equal opportunity policies, are set forth with current links in Section I below.

Postings that do not comply with University posting location or other protocols (for example, because they were hung improperly or do not contain proper identification) will be removed and recycled. Postings that violate University content requirements will also be removed. Decisions to remove a posting due to its content will usually be made by one or more members of the University leadership in consultation with others as needed and will be brought to the attention of the individual or organization that posted the material in question.

The orderly, equitable, and safe functioning of the University requires adherence to and consistent enforcement of this Policy. Sanctions for violation of this policy may include warnings, disciplinary actions, financial restitution in the event University property is damaged by an unauthorized posting in violation of this Policy, or disciplinary action appropriate to the nature of the offense.

Postings that do not appear to adhere to University policies should be referred to the Office of the Dean of Students, Academic Affairs, or Campus Public Safety. Questions about this Policy or its application may also be referred to the Office of the Dean of Students or Academic Affairs.

H. EXCEPTIONS

Individuals who are creating postings as part of academic projects, programs, or assignments may seek exceptions to some of these provisions. Please contact the Office of the Dean of Students in advance to initiate a request for exceptions relating to academic projects, programs, or assignments. Depending upon the circumstances, the Office of the Dean of Student may consult with or refer requests for exception to Academic Affairs.

Individuals, entities, and groups external to the University who seek to post on campus to advertise local events or resources of interest to the University may do so only with advance permission by emailing the Office of the Dean of Students.

I. RELATED POLICES

For further information or questions, please contact the following offices or reference the following Policies:

Links to Responsible Office E-mail Addresses:

- [Office of Student Success](#)
- [Office of the Dean of Students](#)
- [Office of Academic Affairs](#)
- [Campus Public Safety](#)

Links to Related Statements and Policies:

- [Acceptable Use Policy](#)
- [A-Book Student Handbook](#)
- [Campus Demonstration Policy](#)
- [Faculty Handbook](#) (password required)
- [Gift Acceptance Policy](#) (password required)
- [Invited Speaker Policy](#)
- [Mission, Vision, and Values](#)
- [Naming Recognition Policy](#) (password required)
- [Policy Prohibiting Discrimination, Sexual Misconduct, and Interpersonal Violence](#)
- [Social Media and News Media Guidelines](#)
- [Statement on Free Expression and Civil Discourse](#)
- [Statement on Diversity, Equity, and Inclusion](#)
- [Title IX Sexual Harassment Policy](#)
- [University Notice of Non-Discrimination](#)