



Campus Posting

Policy EM002

Volume 5, Enrollment Management and Student Success

Responsible Administrator: Vice President for Enrollment Management and Student Success

Responsible Office: Enrollment Management and Student Success

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Policy Statement

The Fashion Institute of Technology (“FIT” or “the college”) coordinates the posting of notices for college-affiliated events on FIT property.

Reason for the Policy

This policy provides campus organizations and FIT departments the opportunity to promote events while outlining requirements for the preparation, display, and removal of postings. The policy ensures effective campus postings that reduce waste, restrict unauthorized publicity, support an inclusive community, and avoid damage to buildings and facilities.

Who is Responsible for this Policy

- Enrollment Management and Student Success
- Student Life
- Residential Life

Who is Affected by this Policy

- All Students and Employees
- All Departments and Offices
- All Student Service Departments

Definitions

- **Campus:** means inside and outside of all academic, office, and administrative buildings, residence halls, and college-owned outdoor spaces. Department-labeled bulletin boards are the responsibility of the department and any items to be posted on department bulletin boards require approval of the department. In addition to this policy, all postings must also comply with any other applicable FIT policy, with the Student Rights and Responsibilities Manual, and with policies of FIT Residential Life.
- **Campus Posting:** refers to attaching, temporarily, any information to any surface on the FIT campus, indoors or outdoors, other than a department-labeled bulletin board. This includes, but is not limited to, flyers, quarter sheets, chalking, signs, etc.

Principles

Only FIT-recognized student organizations or clubs; FIT departments or offices; and FIT-affiliated departments and offices may post notices on campus, subject to the principles of this policy.

All materials posted must comply with FIT's other policies, including but not limited to, those prohibiting discrimination, harassment, and inappropriate content. FIT reserves the right to remove any postings that violate institutional policies.

- **Posting Criteria**

- Postings must announce or be related to specified FIT events and must be intended for the FIT community as a whole.
- Every posting must contain the date, time, building, room number/location, contact information, and sponsor of the event.
- Class postings must include the semester and/or date of class.
- Postings may not exceed 8.5" by 11".
- Non-water soluble, semi-permanent, and permanent substances, including but not limited to tape, spray-chalk, spray adhesive, or varnish, are not permitted on any college surface, including but not limited to, vertical surfaces, lamp posts, informational and directional signs, and public art. The college will remove any posting it determines is not compliant with these guidelines.
- Light projections may not be displayed on any college building or structure without seeking express written permission from the Office of the Vice President for Enrollment Management and Student Success.

- **Posting Areas**

- Posting is allowed only on bulletin boards and glass-case bulletin boards across the FIT campus.
 - Items may not be posted on other surfaces (walls, doors, windows, etc.) and will be removed and discarded without notice.
- Only one posting for any event is allowed on any one board.
- All Student Life Boards are labeled.
- Posting over other items is not permitted.
 - Any item posted over another item, whether or not it obscures the item underneath, may be removed and discarded.

- **Posting Approvals**

All items must be approved prior to posting.

- The Office of Residential Life stamps and approves postings within FIT Residence Hall space. All postings in residence halls are reviewed and approved by Student Life prior to review and approval by the Office of Residential Life.
 - For safety concerns, all approved postings in Residence Halls must be posted by Residential Life personnel.
- The Department of Student Life approves and stamps all other postings in approved areas in FIT non-residence hall buildings.

- **Posting Schedule and Removal**

- Postings must be removed after two weeks of being posted or, for advertised events, within 24 hours of the event's completion. The group that posted the item is responsible for its timely removal.
 - An individual or organization that fails to remove outdated postings may be denied permission to post in the future. Outdated postings may be removed and discarded.
- It is a violation of this policy to remove or cover an approved posting unless the date of the event being advertised has passed. Non-compliant signage, including, but not limited to, posters, banners, and chalking, will be removed immediately.

- **Exceptions**

The general campus posting policy applies to all postings on FIT property, with one exception: The bulletin board located in the lobby of the Business and Liberal Arts Center is designated as an open posting space. Postings on this board do not require prior approval and are not subject to the location, content, or format restrictions outlined in this policy. This flexibility does not exempt postings from adherence to FIT's overall standards, codes of conduct, or other college policies.

Departments may post materials on bulletin boards designated for their department's own use without prior approval. However, all other postings must be reviewed and stamped in advance by the Office of Student Life, in accordance with the procedures outlined in this policy. Departmental postings must still comply with the posting criteria set forth in this policy, and departments are expected to follow the same standards regarding respectful content, appropriate placement, and posting duration. Any postings that do not meet these requirements may be removed without notice.

Responsibilities

- **Office of Enrollment Management and Student Success**
 - Oversees the overall implementation and compliance with this policy; and
 - Reviews potential violations of this policy, in conjunction with the Office of Student Life, the Office of Residential Life, and other offices as deemed appropriate, and determines appropriate action where necessary.
- **Office of Student Life**
 - Reviews requests for postings in non-residential areas of campus and enforces compliance within these spaces, ensuring posting guidelines are met;
 - Removes unapproved postings from non-residential areas;
 - Stamps approved postings for use in non-residential spaces; and
 - Notifies submitters of approval and/or required revisions, or denial of requests, via FIT email, in accordance with the procedures outlined below.
- **Office of Residential Life**
 - Reviews requests for postings within residential areas of campus and enforces compliance within these spaces, ensuring posting guidelines are met;
 - Posts approved material, and removes unapproved postings, in residence halls; and
 - Notifies submitters of approval and/or required revisions, or denial of requests, via FIT email, in accordance with the procedures outlined below
- **FIT-Recognized student organizations, clubs, departments, offices**

- Must adhere to requirements for submission, approval, display, and timely removal of postings.

Procedures

- **Poster approval for notices to be hung in Academic and Administrative Spaces**
 - Posters/flyers should be submitted to the Office of Student Life a reasonable amount of time in advance, preferably three to five (3–5) business days before the desired posting date. Submissions with shorter notice may not be guaranteed consideration.
 - Student Life will notify submitters of approval or revisions via email within five (5) business days.
 - Submitters will bring the approval notification and the poster/flyer they wish to post. The Office of Student Life will affix the approval stamp to the original, and the submitter may then make copies for distribution.
 - If a submitter arrives with a large quantity of posters/flyers, only one will be stamped by the Office of Student Life, and the individual or group must affix the stamp to the remaining copies themselves prior to posting
 - Departments and Organizations are responsible for their own printing and distribution across campus buildings in accordance with the policy above.
- **Poster approval for notices to be hung in Residence Hall Spaces**
 - For students:
 - Posting content must first be approved, and stamped by, the Office of Student Life prior to seeking approval to hang in Residence Hall spaces.
 - For FIT Departments:
 - FIT Departments should email their posting to residentiallife@fitnyc.edu.
 - The Office of Residential Life will contact submitters with approval or denial. Approved postings will be stamped by the Office of Residential Life.
 - Once the content is approved, submit at least 15 copies of the posting to the Office of Residential Life *at least one (1) week before the desired posting date*.
 - Residential Life staff will post appropriately in each residence hall upon approval.

Violations

- Postings that do not comply with this policy may be removed and discarded without notice. Any student who posts unapproved items will be subject to Student Code of Conduct violations, through the Residential Life Office or the Department of Student Life or the Dean of Students Office and may be denied permission to post in the future.

Related Policies

- [Bias Crime Prevention](#)
- [Code of Student Conduct](#)

Related Documents

- [Student Rights and Responsibilities-see Student Handbook](#)

Contacts

- **Vice President for Enrollment Management and Student Success**
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(212) 217-3800
dean_of_students@fitnyc.edu
- **Office of Student Life**
Dubinsky Building, A713
(212) 217-4130
Student_life@fitnyc.edu
- **Office of Residential Life**
Alumni Hall, 1st Floor
(212) 217-3900
residentiallife@fitnyc.edu