


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 252.1	
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		Last Revision Date:	11-17-10
Effective Date:		11-05-90	
Section:	Administration	Subject:	Posting of Printed Information

PURPOSE

To provide guidance on posting of printed materials at AWC locations.

PROCEDURE

1. Definition
Printed information is any printed material - signs, notices, bulletins, flyers, advertisements, etc. - that deals with College matters and is posted to call the attention of students or College personnel to information about classes, absences of instructors, upcoming events, etc.
2. The College will provide adequate, uniform areas for the posting of printed information.
3. All printed information will be posted only in designated areas.
4. All printed information posted in an undesignated area will be removed immediately.
5. All outdated printed information will be removed.