

PROCEDURE MANUAL

 <p>ARIZONA WESTERN COLLEGE</p>		PROCEDURE 252.1	
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		Last Revision Date: 02-07-2022 12-01-2020; 10-15-2020; 11-17-2010; 11-05-1990	
		Effective Date: 11-05-1990	
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Section: Administration	Subject: Posting of Printed Information		

PURPOSE

To provide guidance on posting of printed materials at Arizona Western College 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. Un-designated areas include glass doors and windows where posters cause visibility issues.
6. All outdated printed information will be removed.
7. All college-wide printed information should be designed and developed by the Office of Communications and Marketing (see Procedure 211.1)