

**Policy Procedure:** Posting, Solicitation and Distribution of Materials on College Property

**Procedure Number:** 118P

**Contact Information:** [Provosts@nvcc.edu](mailto:Provosts@nvcc.edu)

**Forms:**

**Last Reviewed Date:** 10/22/2021

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1. General Guidelines: Posting
  - a. Posting:
  - b. Size and number of postings shall be in compliance with campus-specific guidelines available from the Office of Student Life.
  - c. Material that would be considered “Prohibited Speech” under the College’s Speech and Expression Policy will not be authorized. This includes:
    - i. speech which is considered to incite imminent lawless action
    - ii. obscenity,
    - iii. defamation,
    - iv. harassment,
    - v. true threats,
    - vi. child pornography,
    - vii. fighting words (words indicating a willingness to fight) and
    - viii. plagiarism and or breaches of trademark and copyright laws.
  - d. Materials printed in a foreign language must be presented in English translation for authorization.
  - e. Authorized materials must be stamped and posted only in designated areas using appropriate methods. Each campus will designate these locations, including locations for chalking, and posting methods.
  - f. Materials may be posted for up to 30 days or until the event is concluded. Chalking will be authorized for no more than five days. Outdated materials must be removed in a timely manner.
2. General Guidelines: Distribution
  - a. Individuals distributing material must do so without requiring any further obligation or discussion with the recipient.
  - b. Individuals distributing material must allow members of the College community to approach them and may not engage them against their will.
  - c. Distributors must operate from the table or in the area(s) designated and are not permitted to move about college buildings or parking lots.
  - d. All individuals, groups or organizations will be responsible for removing any litter associated with distribution of their materials in a timely manner.
3. General Guidelines: Solicitation

- a. Solicitors must operate from the table or in the area designated, and they are not permitted to move about college buildings or parking lots.
  - b. Solicitors may not attempt to engage members of the College community against their will.
4. Authorization Process
- a. All requests for posting or distribution or solicitation must be authorized by the Dean of Student Success/designee on each campus with the following exceptions:
    - i. Academic deans or designees may authorize posting of materials related to academics or events sponsored by academic department.
    - ii. The AVP for Human Resources or designee may authorize posting, distribution and solicitation to College employees regarding employee benefits, discounts, the Commonwealth of Virginia Campaign and other employee matters.
    - iii. The Director of Campus Operations must approve all requests for solicitation by external organizations and individuals. The Director of Campus Operations will instruct external organizations and individuals on the size and number of postings using the same campus-specific guidelines available from the Office of Student Life.
  - b. A decision to authorize posting, distribution or solicitation will be made within five working days of the request, unless good cause exists for additional time, in which case the decision will be made as soon as reasonably possible.
  - c. If authorized, posting, distribution and solicitation will be subject to reasonable restrictions of time, place and manner, including:
    - i. Any limit to the number and size of materials to be posted.
    - ii. The areas on campus where the material can be posted or distributed.
    - iii. Placing fliers on vehicles is prohibited.
5. Appeal
- a. If authorization for posting, distribution or solicitation on a campus is denied, the requestor may appeal the decision to the campus Provost by presenting such an appeal within five working days of the approver's decision. The provost or designee will respond to the appeal within ten working days, unless good cause exists for additional time, in which case the decision will be made as soon as reasonably possible.
  - b. If a request for posting, distribution or solicitation on a campus has been denied by the campus Provost, there is no further appeal.
6. Sanctions
- a. Unauthorized materials may be removed and discarded without notice.
  - b. Failure to adhere to these regulations may lead to loss of posting privileges, conduct charges, fines for littering and/or legal proceedings.
  - c. Modifying or altering approved postings may lead to loss of posting privileges, conduct charges, fines for littering and legal proceedings.
  - d. Employees who violate this policy may be subject to disciplinary actions, up to and including termination.
  - e. Violators may be asked to leave the premises, and may be denied future access to NOVA facilities.

## Definitions

External individuals: individuals who are not students, staff, or faculty of the college.

External organizations: community or cultural groups, not-for-profit organizations, state and local government agencies, corporate and commercial organizations, and professional organizations.

Recognized Student Group or Organization: An organization that has followed the procedures for recognition and approval outlined in the Student Life Resource Guide. This category includes student clubs, student organizations (such as student government, Phi Theta Kappa, Black Student Alliance and others) and student groups organized around shared academic interests (such as for the Honors Program or for a particular field of study).

Solicitation: selling or promoting products, goods or services; seeking contributions or pledges, including distributing printed materials; and conducting membership drives.