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The Division of Student Affairs  
**Office of Student Life**

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Columbia University School of Professional Studies upholds the values of open expression and protects academic freedom, which are fundamental tenets in the realm of higher education. Members of the Columbia community articulate their viewpoints and ideas through various channels. This policy outlines the guidelines and obligations for the temporary placement of Posters and Banners at SPS, on campus, and other Columbia property by SPS student organizations, departments, and centers.

**Who does this policy apply to?**

This policy pertains to the display of Posters and Banners on the campus and on property owned or leased by Columbia University. It applies to recognized student organizations and all academic and administrative units, encompassing centers, institutes, and programs of Columbia SPS (collectively referred to as "student organizations and academic and administrative units"). Displaying Posters and Banners is not permitted for individual students, faculty, or staff. Non-University individuals, organizations, and groups are prohibited from displaying Posters and Banners on Columbia SPS property unless they are sponsored by a Columbia SPS student organization, center, or academic and administrative unit and have received approval from University Event Management.

This Policy also does not apply to Posters and Banners displayed on the interior of Residence Halls. Such Posters and Banners must comply with Residential Life policies and rules.

**Community Standards:**

Student organizations, academic, and administrative units are encouraged to consider the impact that their Posters and Banners may have on the quality of the SPS climate, and all

Posters and Banners must comply with the [Columbia University Code of Conduct](#). The name and contact information for the student organization, academic, or administrative unit displaying the Poster or Banner is required on the Poster or Banner to provide a means for dialogue in the event that members of the Columbia community desire to express their views, concerns, opposition, or support. Third party Posters and Banners that are sponsored by a SPS student organization, academic, or administrative unit, and approved by University Event Management, must include the name and contact information of the student organization, academic, or administrative unit sponsoring the Poster or Banner. Part of the responsibility that comes with displays is the willingness to dialogue with individuals who may have different perspectives and views. Posters and Banners are prohibited that display fighting words, true threats, obscenity, false advertising, defamation, invasion of privacy, unlawful harassment, or that violate Columbia's policies, rules, or codes of conduct.

### **Discrimination Statement and Policy**

Columbia University is committed to providing a learning, living, and working environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members.

Consistent with this commitment, and with all applicable laws, it is the policy of the University not to tolerate unlawful discrimination or harassment in any form and to provide those who feel that they are victims of discrimination with mechanisms for seeking redress.

Inappropriate or offensive language, including profanity or vulgarity, which is not conducive to the educational environment, is not permitted on any postings. Moreover, postings that contain inappropriate or derogatory content aimed at any particular member or group of members within the Columbia University SPS community will not be tolerated.

#### **Policy:**

##### A. General Guidelines

- Materials may not be placed on glass, painted, or varnished surfaces of any kind.
- Chalks, paints, and markers may not be used on any surface whatsoever for the purpose of advertisement.

- The use of duct tape, masking tape, and glue are prohibited. Blue painters tape is the only material allowed to attach signs, unless using push pins on a bulletin board.
- When placing items on the public bulletin boards throughout the academic campus, please be aware that they should be removed after 7 days.

B. Flyers Announcing Events or Advertising Programs

- These types of postings **should** be displayed on bulletin boards **only**.

**Exterior Posting Locations – Limited**

- Administrative, Athletic, Academic, Dining, and other buildings are under the direction of a building manager who has the decision-making authority to approve the placement of Posters and Banners permitted under this Policy.

**Interior Posting Locations – Prohibited**

- Corridors
- Common Walls
- Entryway Doors (excludes office doors)
- Windows
- Stairwells
- Other common areas, unless specifically designated with a bulletin board

No larger than 11" by 17" for Posters.

No larger than 18" by 24" for sandwich boards

No larger than 24' by 24' for Banners