



- STUDENTS
- FACULTY
- ALUMNI / FAMILIES
- ATHLETICS
- MAIL 

- ABOUT
- ADMISSION
- ACADEMICS
- RESEARCH
- STUDENT LIFE
- OUTCOMES
- GIVING

2024-2025 Policy Library ▼

Catalog Search

Entire Catalog ▼

Search Catalog 

Whole Word/Phrase

[Advanced Search](#)

^ Catalog Navigation

Posting and Advertising Policy



← Return to: [Catalog Search](#)

- [Definitions](#)
- [All Content](#)
- [Physical Materials](#)
- [Digital Materials](#)

Members of the CMC community are permitted to post public materials if they comply with the following instructions and regulations. Failure to follow these instructions and regulations will result in the materials being taken down and may result in sanctions (including, but not limited to, student conduct action, a fine for any damage caused by improper **posting**, and loss of privileges to post materials in the future).

Definitions

Posted materials: include digital as well as printed materials.

All Content

1. Posted material may not contain content which violates behavioral standards identified in the Student Code of Conduct, Civil Rights Handbook, Staff Handbook, and Faculty Handbook. In addition, the content may not advertise alcohol and other drugs (see paragraph 5 for limited exception). Posted material which violates behavioral standards can result in a referral to the appropriate disciplinary process which addresses that conduct.
2. Individual students or student clubs and organizations must have events approved prior to advertising the events. After an event is approved, it may be advertised with posted materials as described above. Any advertising must indicate if the event is limited to CMC students, faculty, staff or indicate which other colleges' students, faculty, staff are invited. Student clubs and organizations may advertise alcohol at their events provided that the posted material does not promote or encourage unsafe or excessive drinking behaviors.
3. Any materials advertising an event must contain the following: the name of the person or sponsoring organization; the person or organization's contact information (a valid phone number or valid email address); and the date the material was posted.
4. All posted material and advertising must be removed within two business days of the event's conclusion (including the fastening material used), or within two weeks of the date of the **posting** if the posted material is not advertising a specific event.
5. Defacing, covering up, or removing posted material is prohibited. Only designated College officials or the initial poster may remove permissibly-posted material.
6. Members of The Claremont Colleges may post materials on CMC's campus if all aspects of this Policy are followed.

Physical Materials

1. Posted materials can be no larger than 11 x 17 inches and can be mounted only on College bulletin boards and the pillars outside of the east entrances of Collins Dining Hall. Bulletin

boards can currently be found inside the HUB, the HUB breezeway, in Bauer Center by the south entrance, and residence halls. If taped, only blue masking tape may be used. The College regularly evaluates the location and number of bulletin boards and may, at times, add bulletin boards. When this occurs, the campus community will be notified of any additional approved **posting** locations.

2. Placing posted materials on painted surfaces, windows (including windows on doors), campus signs, trees, the ground, or individual residence hall room doors violates this Policy.
3. Banners may be hung on the second floor railing on the south side of Appleby Hall to advertise events or candidacies for student elections provided they are fastened to the railing with blue masking tape only and smaller than 3 x 5 feet in size. Only one banner per event or candidacy is allowed.
4. Projecting digital images anywhere on college property including onto the façade of any building without advanced permission from the Dean of Students Office is prohibited.

Chalking

On occasion, student organizations or individual(s) may seek to promote public awareness on issues and concerns by “chalking” various areas of the residential campus grounds. Chalking may be done in the following locations provided the guidelines below are followed: Cramer Walkway, North Mall sidewalk from the west edge of Wohlford Hall to the east edge of Boswell Hall, North Quad patios, Marks Patio, South Quad Courtyard, Valach Hall Courtyard, Senior Apartment sidewalks and patios.

1. The sponsoring group or individual must reserve the space to be chalked with the Dean of Students Office by contacting the Asst. Dean for Student Engagement (deanofstudents@cmc.edu).
2. No permanent markers, spray paint or other non-washable materials may be used.
3. Messages that violate any College policy or the law are not permitted and are required to be removed immediately.
4. Organizations or individual(s) responsible for chalking must clean the area by the agreed upon date.
5. There may be a fine and conduct action for groups or individuals who do not remove chalking(s) in a timely or complete way, including chalking that is removed by the College because it violates College policy or the law.
6. Groups or individuals who chalk without reservations will be subject to conduct proceedings, and the chalking will be removed.

7. The Dean of Students Office reserves the right to rescind the chalking policy at any time if abuses occur.

Digital Materials

1. [Additional requirements for submitting material](#) for campus digital signs can be found online.

← Return to: [Catalog Search](#)



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ADMISSION OFFICE

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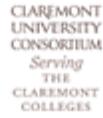


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