Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District will not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District will not be responsible for, nor will the College District endorse, the contents of any materials or literature distributed by students or registered student organizations that are not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities will not be governed by this policy.

[For distribution of materials in College District facilities and common outdoor areas by nonstudents and organizations that are not registered student organizations, see GD]

Nonschool materials or literature will not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

The vice president for student and enrollment services or designee will designate times, locations, and means by which materials or literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.

Distribution of the nonschool literature will be conducted in a manner that:

1. Is not disruptive; [See FLB]
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor will clean the area around which the literature was distributed of any materials that were discarded or leftover.

**Petitions, Handbills, and Literature**

This section is covered in the provost’s office at each campus.

Each petition, handbill, or piece of literature submitted for approval for distribution will include the name of the person or organization wanting to distribute it.

A person or organization will be prohibited from publicly distributing on College District property any nonschool literature that is obscene or libelous or that contains nonpermissible solicitation. Distribution of nonschool literature will be conducted so as not to interfere with the free and unimpeded flow of pedestrian and vehicular traffic or disturb or interfere with academic or institutional activities.

A person or organization will not distribute nonschool literature by accosting individuals or by hawking or shouting. The distributor will ensure the area around which the nonschool literature was distributed is clean and free of discarded or leftover materials.

**Signs**

For the purposes of this policy, “sign” will be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” will be defined as any means used for displaying a sign.

“Nonpermissible sign” will mean a sign that contains material that is obscene, libelous, or includes nonpermissible solicitation and/or is larger than 11 inches by 17 inches, unless authorized by the director of student life.

A person or organization will not post a nonpermissible sign. [See FI and GD]

A student, registered student organization, department, or community member may publicly post a sign on College District property in areas or locations designated by the assistant director of student engagement in conjunction with the campus provost/vice president.
and the campus manager of facilities or in common outdoor areas as allowed by policy GD. No object other than a sign may be posted on College District property.

Before publicly posting a sign on College facilities (outside of common outdoor areas), a student or registered student organization will:

1. Deliver a copy, photograph, or description of the sign to be posted.

2. Provide pertinent information including:
   a. The name and phone number of the student, registered student organization, department, or community member;
   b. The proposed general location for posting the sign;
   c. The length of time the sign will be posted; and
   d. The signature of the student, authorized representative, and/or adviser.

Rules

Upon receipt, the appropriate student engagement office staff will ensure that the pertinent information listed above is included and that the following guidelines are applied:

1. Approved items, with a maximum size of 11 inches by 17 inches will be posted neatly on appropriate bulletin boards by student engagement office personnel, subject to space availability;

2. Each item to be posted will receive an approval stamp dated and signed by student engagement office personnel;

3. Materials will generally be approved for a maximum period of four weeks; and

4. Materials that do not conform to these posting guidelines will be subject to immediate removal.

A sign will not be:

1. Attached to:
   a. A shrub or plant;
   b. A tree, except by string to its trunk;
   c. A permanent sign installed for another purpose;
   d. A fence or chain or its supporting structure;
2. Posted:
   a. On or adjacent to a fire hydrant;
   b. Outside of a common outdoor area; or
   c. In a College District building, except on a bulletin board designated for that purpose.

Removal

The student life office will remove all signs no later than one week after the expired approval stamp date. A sign posted or attached in accordance with the provisions of this policy will not be removed by anyone without permission from the director of student life.

Classroom Bulletin Boards

Bulletin boards located inside and directly outside each classroom will be under the jurisdiction of the provost on each individual campus or designee.

Expressive Activities by Students or Student Organizations in Common Outdoor Areas

Common outdoor areas are designated by state law as traditional public forums.

For purposes of this policy, the terms “expressive activities” and “common outdoor areas” are defined in GD(LOCAL).

Students and student organizations may engage in expressive activities in common outdoor areas, unless:

1. The person’s conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

Students or student organizations do not need a College District permit or reservation for the exercise of expressive activities in common outdoor areas of the College District. Expressive activity may occur in those common outdoor areas of the College District that are not in use by others.
However, students and student organizations may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person or group’s use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.

In addition, when outdoor space is being used, even on a temporary basis, for College District business, operations, events, an educational function or a research function, it is not part of the common outdoor area available for use for others’ expressive activities.

Reservations for assembly or expressive activities in the common outdoor areas of the College District may be made through the Conference Services Department on a form prescribed by them or through a request sent to reserveCOA@collin.edu. If the expected attendance at an assembly or expressive activity is fifteen or more people, advance notice and a reservation of no less than two weeks is recommended. Persons and organizations are encouraged to seek a reservation of a space that is suited to their assembly’s anticipated size.

In addition to the specific rules addressed in this policy for Distribution of Literature, expressive activities by students or student organizations in common outdoor areas are subject to the time, place, and manner rules listed in GD(LOCAL).

Identification

Students or registered student organizations distributing materials on campus or using College District facilities will provide identification when requested to do so by a College District representative or College District police officer.

Violations of Policy

Failure to comply with this policy and procedures regarding use of College District common outdoor areas, College District facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual’s or organization’s use of College District facilities and/or the confiscation or discarding of nonconforming materials. A student or student organization who fails to comply with or violates this policy may be disciplined under applicable procedures provided by other College District policies and rules, including the Student Handbook.
and may referred to the Dean of Students Office for disciplinary ac-
tion.

**Interference with Expressive Activities in Common Outdoor Areas**

Students or student organizations that interfere with the expressive activities permitted by this policy will be subject to disciplinary action in accordance with the College District’s discipline policies and procedures [See DH, FM, and FMA].

**Appeals**

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

**Publication**

This policy and associated procedures must be posted on the College District’s website and distributed in the student handbook. They must also be distributed to students at orientation.