

- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing or deleting another user’s files or software without the explicit agreement of the owner.

## **CAMPUS SIGNS, POSTERS & PROMOTIONAL MATERIAL POLICY**

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- 1) All notices and printed materials must carry the name of the organization responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as officers or members of the organization.
- 2) To avoid stains on buildings and difficulty of removal, chalk should not be used for marking on building surfaces.
- 3) Posters and signs should not be taped on glass or affixed to wall surfaces not specifically designated as bulletin boards. Such practices may result in unsightly tape marks, peeled paint or irreparable holes in building surfaces.
- 4) Outdoor posters and signs should be prepared with waterproof materials to avoid illegibility, paint stains and other problems in the event of rain.
- 5) Temporary free-standing publicity and directional signs may be used, provided they are displayed not more than one week in advance of the event being promoted. Flashing signs and similar commercial-type signs and marquees are not to be used on campus.
- 6) Groups desiring to place flyers on automobile windshields or distribute handbills may do so by obtaining advance approval from the Physical Plant and paying a \$25 litter fee. (No commercial solicitation will be permitted.)
- 7) The right to distribute notices and printed material shall not extend to posting materials that are unlawful.

## **CASH TRANSACTIONS BY STUDENT POLICY**

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Students are advised that no cash transaction should occur between a student and any university employee—faculty or staff—without an official Arkansas State University numbered receipt. There is no instance where a student should make a payment to a faculty or staff member for any kind of course materials. All required materials, including textbooks, outlines, study guides, etc., are to be available in the university bookstore. If a student is approached by a university employee to make cash payments without an official receipt, the student should notify the treasurer in the Office of Finance immediately.