

For more details regarding policies and procedures related to equal opportunity and nondiscrimination, please review the information included within this handbook under “Nondiscrimination, Harassment, and Sexual Misconduct Policy”, as well as the Office of Equal Opportunity and Title IX website (<https://www.scu.edu/title-ix>). Inquiries regarding the University’s equal opportunity and nondiscrimination policies should contact:

Inquiries:

Jenna Elliott, Interim Director of Equal Opportunity and Title IX  
Santa Clara University | Office of Equal Opportunity and Title IX  
500 El Camino Real, Santa Clara, CA 95053

Office: Loyola Hall, Suite 140, 425 El Camino Real, Santa Clara, CA 95053  
Main Office: 408-551-3043 Direct Line: 408-554-3521

Email: [jelliott@scu.edu](mailto:jelliott@scu.edu)

Web: [www.scu.edu/title-ix](http://www.scu.edu/title-ix)

Claims of discrimination or other inquiries concerning the application of Title IX of the Education Amendments of 1972 and its implementing regulations may also be directed externally to the Office of the Assistant Secretary of Education within the Office for Civil Rights (OCR) (<https://www.hhs.gov/ocr/index.html>). Inquiries regarding civil rights compliance and employment discrimination may also be made externally to the Equal Employment Opportunity Commission (EEOC) (<https://www.eeoc.gov>) and/or the California Department of Fair Employment and Housing (DFEH) (<https://www.dfeh.ca.gov>).

## Posting Printed Material and Chalking

The University policy on posting printed material (defined as both printed and digital) and chalking applies to all printed and digital materials on mini A-frames, banners, and monitors in Benson Memorial Center; bulletin boards and monitors in the residence halls; monitors located in campus buildings; and chalking on campus grounds. University entities may place materials on bulletin boards inside academic or administrative buildings subject to the approval of the office with administrative jurisdiction over the area, in regards to information concerning programs, services, or activities sponsored by Santa Clara University or one of its groups. Non-University entities and individuals may post written material concerning their events, goods, and services in designated areas within the Benson Memorial Center. Non-University entities and any individual may not have access to campus digital distribution and posting nor chalking. All posting, printed and digital, and chalking on

campus, whether by a University-affiliated group, a non-University entity, or an individual, must comply with University regulations and any applicable municipal, state, and federal laws.

### Approval

Printed material for posting in Benson Memorial Center must be approved at the center's Information Desk. Posting for all events where alcohol will be served must also be approved by the facility manager for the event (see "Alcoholic Beverage Policy"). The appropriate staff will do all posting. Digital materials are to be submitted through the appointed University person or department for approval and posting.

### Content

All printed material and chalk messages posted by University organizations must contain the name of the sponsoring organization and the words "SCU" or "Santa Clara University" in the description of the event. Printed material posted by non-affiliates or individuals must contain the name as well as telephone number or email address of a contact person. Printed material posted on campus and chalk messages may not be libelous, slanderous, obscene, or incite violence, or be in violation of Sections 5 or 10 of the Student Conduct Code (see pages 11–12).

Printed material publicizing an event covered by the Speakers Policy must contain the following statement: "The presence of a guest speaker on the campus of Santa Clara University does not necessarily imply approval or endorsement by the University of the views expressed by the guest speaker or by anyone else present at the event."

Printed material publicizing all events on campus must contain the following statement: "In compliance with the ADA/504 please direct your accommodation requests to [name of the sponsor/organizer/coordinator responsible for the event] at [phone number or email address of the sponsor/organizer/coordinator of the event]."

### Size

Printed material placed on the bulletin boards in the Benson Memorial Center may be no larger than 12 inches by 24 inches. Printed material on mini A-frames may be no larger than 30 inches by 36 inches. Balcony banners in Benson Memorial Center may not be larger than 6 feet long by 3 feet wide. Digital materials must fit the size of the display screen.

## Location

Material and chalk messages may be placed only in approved areas of campus. Printed materials may not be placed over other posters or fliers, and no more than one poster/flier per event per bulletin board is allowed. Posting on light poles, trees, floors, ceilings, elevators, planter boxes, and on exterior walls and other building surfaces, is prohibited and such items will be removed; the responsible group or individual may be subject to a removal and/or cleanup charge.

Printed material may be placed on the bulletin boards in the Benson Memorial Center subject to the limitations (e.g., rental housing, buying and selling of goods and services, carpooling and riding arrangements) for specific bulletin boards and kiosks.

Printed material pertaining to University-sponsored events may be placed on mini A-frames by registered student organizations (RSOs), chartered student organizations (CSOs), academic departments, administrative offices, and faculty and staff groups. Mini A-frames may be placed on the paved sidewalk areas in and around the residence halls, on the east plaza of Benson Memorial Center, on the paved sidewalk areas immediately adjacent to Benson Memorial Center, and on the paved sidewalk areas immediately adjacent to the Locatelli Student Activity Center.

Banners pertaining to University-sponsored events may be placed on the designated balcony spaces of Benson Memorial Center by officially registered student organizations and University departments.

Chalk messages pertaining to University-sponsored events may be placed in the designated areas by registered student organizations (RSOs), chartered student organizations (CSOs), University offices, academic departments, administrative offices, and faculty and staff groups. Chalk messages, using water-soluble chalk, may be placed on paved sidewalk areas in and around residence halls, on the east plaza of Benson Memorial Center, on the west porch of Benson Memorial Center, on paved sidewalk areas immediately adjacent to the Benson Memorial Center and on the paved sidewalk areas immediately adjacent to the Locatelli Student Activity Center. Chalk messages on sidewalks in other campus locations, on outdoor stairs and ramps, on planter boxes, on fountains, on walls, on the brick walkways adjacent to the learning commons and on other ground and building surfaces are prohibited.

## Time

Printed material on the bulletin boards, display cases, and banners in Benson Memorial Center may be posted for a maximum of two weeks. Printed materials on mini A-frames and chalk messages may be posted a maximum of one week. All printed material, banners, and chalk messages must be removed within 24 hours following the event by the group responsible for the event. Failure to remove such materials within that time frame may subject the responsible group or individual to a removal and/or cleanup charge.

## Violations

Violation of any of the provisions of this policy will result in the removal of the printed material or chalk message. In addition, the responsible group or individual may be subject to appropriate University sanctions and/or legal action by the University.

For information about posting within University residential facilities, see page 93.

## Pregnancy Resources

Santa Clara University is committed to maintaining an equitable learning environment and supporting the academic success of pregnant and parenting students. The University prohibits discrimination based on parental status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from related conditions in all of its educational programs and activities pursuant to Title IX of the Education Amendments of 1972. Students may request an accommodation for pregnancy-related conditions or parenting responsibilities by contacting the Office of Equal Opportunity and Title IX.

Jenna Elliott, Interim Director of Equal Opportunity and Title IX

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While attending Santa Clara University, a student may be pregnant, desire assistance for another student who is pregnant, or just need someone to talk with about pregnancy related issues and/or options. In keeping with its mission as a Jesuit and Catholic university, Santa Clara University is