

Student Handbook

Please refer to the Student Handbook for comprehensive official university policies. The handbook can be found at www.samford.edu/departments/values-advocacy.

Disclaimer: Students are expected to know regulations and policies found in the current Student Handbook. Keeping abreast of the school calendar, critical deadlines, and all university mail received in one's university mailbox and/or e-mail is also the student's responsibility. Samford University reserves the right to change the policies, procedures, rules, regulations, and information in this handbook at any time. Changes become effective at the time the proper authorities so determine and the changes apply to both prospective students and those already enrolled. This manual is a general information publication only, and it is not intended to nor does it contain all regulations relating to students. This Student Organization Manual is not a contract and may not be construed as any part of a contract between Samford University and any student or student's representative. Samford University is an Equal Opportunity Institution that complies with applicable law prohibiting discrimination in its educational and employment policies and does not unlawfully discriminate on the basis of race, color, sex, age, disability, or national origin.

Policies on the following topics, in addition to others, can be found in the Student Handbook: Organizational Behavior, Student Leadership Criteria, Hazing Policy, Publicity, and Events.

Marketing Policies

Selecting Art or Language

Student organization marketing materials that include flyers, social media, t-shirts, and any other promotional items or advertisements may not contain any of the following:

1. References to Alcohol
2. References to Drugs
3. Racial or Discriminatory Language or imagery
4. Graphics or Language of a Derogatory Sexual Nature

Art Review

All artwork, including organization logos, for student organization products must be submitted and approved through the *Marketing and Promotion Approval*

Form <https://samford.presence.io/form/marketing-and-promotion-approval-form>

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UNIVERSITY POLICIES

An authorized employee from Student Leadership & Involvement and/or Greek Life will provide written notice that artwork has been reviewed and approved by staff and the student organization advisor. If using any University marks, registered trademarks, or the Samford name, the artwork and approval will be submitted to the university's Vice President for Marketing and Communication (or his/her designee) for approval. Licensing information and brand standards can be found at www.samford.edu/departments/marketing.