

## Posting Denial Appeals Form

South Dakota State University

This form is to be used to present your appeal of a denial of University authorization to affix posters in designated limited forums inside the public areas of University facilities, pursuant to University Policy 6:9.

**Your appeals are time sensitive. Any initial appeal must be filed with the Office of the Vice President of Student Affairs within five (5) working days after the denial was issued. Should your appeal be denied, you must file a second appeal with the University President's Office within five (5) working days after the denial was issued. If that appeal is denied, your appeal may be heard with the Executive Director of the Board of Regents within ten (10) working days after the University President issues a denial.**

### Background Information:

Date Poster Presented to Information Exchange: \_\_\_\_\_  
(mm/dd/yyyy)

Date(s) of Event(s) on Poster: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Affiliated Organization Name (if any): \_\_\_\_\_

### Description of Poster, Event, & Denial (do not leave any item blank):

Briefly describe the elements contained on the rejected poster, including any symbolism:

Briefly describe the proposed program of the event:

Please attach a copy of:

- The rejection letter from Information Exchange.
- The rejected poster.

Your Appeal:

**Directions - You must state specific facts that, if proven, would demonstrate either:**

- (1) The denial was based on an incorrect assessment of an important fact; OR**
- (2) The denial involved a misinterpretation, misapplication, or violation of federal law, state law, South Dakota Board of Regents policy, or University policy.**  
Please cite the law, rule, or policy, and the specific facts. Mere conclusions, general allegations, and speculative statements cannot establish this point.

Describe the basis for your appeal:

By my signature below, I affirm the accuracy of all the above information.

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