

Burnett Honors College Poster Printing Policy

The Burnett Honors College (BHC) provides poster printing services to support BHC scholars' academic achievement, research dissemination, and approved educational activities. Due to limited resources and production capacity, poster printing is subject to the guidelines outlined below.

Eligibility

Current BHC students are eligible to receive up to three (3) free posters within a 365 day-period.

Poster purpose:

- To support BHC Scholars research or academic activities
- To support the academic and professional activities of Registered Student Organizations (RSOs) in which a BHC Scholar serves as an officer or board member. (This is a pilot program that may be discontinued at any time.)
- Research and academic posters receive printing priority over all other poster requests.

Research and Academic Posters

Research and academic posters include presentations for conferences, research symposiums, thesis defenses, academic competitions, class projects, and other scholarly activities.

Requirements

- Sized 48" x 36"
- Requests must be submitted at least five (5) business days before the desired pickup date. While we may be able to accommodate requests sooner, turnaround times may vary depending on volume.
- The BHC logo is required on all research and academic posters. Downloadable logos can be found [here](#).
- Students are responsible for ensuring all content, formatting, and institutional branding requirements are correct prior to submission.

Registered Student Organization (RSO) Posters

Poster printing may be approved for RSOs in which a BHC Scholar serves as an officer or board member when the activity directly supports the academic, professional, or educational mission of BHC students.

Eligibility Requirements

- The organization must be an officially recognized UCF Registered Student Organization (RSO). A direct link to the organization's KnightConnect showing students' affiliation must be provided with the request.
- A current BHC student must serve as an officer or board member of the organization.

Additional Requirements

- Sized 48" x 36"
- A direct link to the organization's KnightConnect showing students' affiliation must be provided with the request.
- Requests must be submitted at least ten (10) business days before the desired pickup date.
- Printing may take up to fifteen (15) business days, depending on workload and printing volume. Research and Academic posters will have priority.
- The BHC logo may not be used on RSO posters. The only exception is Honors Congress, BHC's official student organization.
- Approval of a poster request does not imply endorsement of the organization or event by the Burnett Honors College.

Examples of approved posters include:

- Academic workshops
- Tutoring or academic support services
- Professional development events
- Networking opportunities
- Educational programs
- Research-related activities

The following are not eligible for printing support:

- Parties
- Social gatherings
- Entertainment-only events
- Promotional materials without a clear academic, educational, or professional purpose

Turnaround Times and Peak Periods

- All turnaround times are estimates and may vary based on demand, equipment availability, staffing, and university closures.
- Research and academic posters will always receive priority over RSO and other poster requests.
- During peak periods (such as conference seasons, Scholars Week, and end-of-semester deadlines), turnaround times may be extended.
- Submission by the stated deadline does not guarantee completion by a specific date during periods of exceptionally high demand.

Opening Knight and Academic Break Closures

Students planning to display posters during Opening Knight must submit their printing requests before the poster printing lab closes for the break period.

- The poster printing lab is typically closed during breaks between academic terms and other university closure periods.
- Students are responsible for planning ahead and accounting for these closures.
- No exceptions will be granted for requests submitted after the lab has closed.
- Printing services are unavailable while the lab is closed.

Policy Enforcement

BHC reserves the right to deny any poster request that does not meet the requirements of this policy or that falls outside the academic, research, educational, or professional mission of the Burnett Honors College.