Does the article include:

1. Personal opinion stated as fact
2. Information that might harm someone's reputation
3. A published false statement that is damaging to a person's reputation
4. A false and typically malicious statement about a person or group's reputation
5. A statement given without evidence

**Yes:**
Email draft to studentmedia@kclsu.org and David Banks - do not publish until green light is given by both

**No:**
Continue as normal