SCOPE:

This policy addresses the process for developing, approving and maintaining all Stockton University policies and procedures and applies to all University departments, faculty, staff and students.

POLICY STATEMENT:

The purpose of this policy is to help ensure the Stockton Community has ready access to well-developed and understandable University policies and procedures with the proper level of approval.

AUTHORITY:

Policy is only established through formal guidelines adopted by a resolution to the Board of Trustees from the President of the University.

Procedure is only established through formal guidelines adopted by recommendation to the University President from University Cabinet Members.

Policy and procedure are developed at the University through a process of collaboration among stakeholders.
ADMINISTRATION OF POLICIES AND PROCEDURES:

To ensure access to University policies and procedures, the University will maintain an official [Stockton University Policy and Procedure Webpage](#) with the most current approved version of all policies and procedures. The webpage will be maintained by Administration and Finance using a standard electronic format and consistent structure for policies and procedures. The policies and procedures on the [Stockton University Policy and Procedure Webpage](#) will constitute the official electronic depository for all university-wide policies and procedures.

In order to maintain an organized system of change control and to ensure consistency throughout the University, individual department websites should not contain separate copies or versions of University policies and procedures. Department websites that reference the University’s policies and procedures must use hyperlinks to the documents on the official [Stockton University Policy and Procedure Webpage](#). This does not preclude departments from maintaining internal departmental guidelines on their websites; however, these departmental guidelines should not be identified as official University policy and procedure. In no event will departmental guidelines conflict with official University policy and procedure.

Approval History:

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>3/21/16</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>7/6/16</td>
</tr>
</tbody>
</table>