

STOCKTON UNIVERSITY



PROCEDURE

The University Bulletin

Procedure Administrator: Associate Provost

Authority: [What authority document(s) form the basis of the procedure?]

Effective Date:

Index Cross-References:

Procedure File Number: 2014

Approved By:

PURPOSE

This procedure outlines the updating and production process for the *University Bulletin*.

PROCEDURE

Overview and Leadership

- A. The *University Bulletin* is updated and published annually to the University website prior to the first new student orientation session in June of each year.
 1. Degree requirements for students entering the University starting in the fall or spring semester of an academic year appear in the *University Bulletin* published in June of that academic year to go into effect on July 1.
 2. Curricular requirements for majors, minors, and other academic credentials offered by the University appear in the *Bulletin*.
- B. Updating and publication of the *University Bulletin* requires input from all academic Schools, Divisions, and units of the University. Curriculum information in the *University Bulletin* is input into Degree Works so that students, advisors, and preceptors can plan course scheduling.
 1. The Office of the Provost and the Office of the Vice President for Student Affairs provide leadership for updating and publishing the *University Bulletin*.
 2. Each Divisional office appoints a *Bulletin* Editor Coordinator.
 3. The Office of the Provost oversees the academic content, and the Office of the Vice President for Student Affairs oversees all content connected to the Division of Student Affairs. Other Divisional offices are responsible for updating relevant content and providing text for approved changes to the Office of the Provost and the Office of the Vice President for Student Affairs.
 4. The Office of the Provost and the Office of the Vice President for Student Affairs collaborate with University Relations and Marketing on institutional content, graphics, and web publication.
 5. The role of the *Bulletin* leaders includes: organizing the process for updating and producing

the *Bulletin*, maintaining the production timeline, communicating with the offices and units contributing *Bulletin* content through the Bulletin Editor Coordinators, ensuring consistent formatting, and finalizing the *Bulletin* for web publication.

6. The role of the *Bulletin* editor coordinators includes: ensuring the accuracy of relevant *Bulletin* content, meeting deadlines associated with *Bulletin* production and publication, and responding in a timely fashion to communications from the *Bulletin* leaders.
7. All *Bulletin* content should be sent from the *Bulletin* editor coordinators to relevant faculty, Coordinators, or other individuals responsible for revising the content and returned to the *Bulletin* editor coordinators. After reviewing and approving the changes the *Bulletin* editor coordinators send the revised content to the appropriate the *Bulletin* leader.

C. Relation of the *Bulletin* Content to Web Content and Associated Collateral Publications

The *Bulletin* serves as the master document for content pertaining to academic programs and other University programs, policies, and procedures. However, it does not reference all information on the University policies and procedures website. Web and other published content should replicate *Bulletin* content or include links to published policies and procedures.

Collateral publications such as brochures, flyers, handbooks, etc. should also replicate *Bulletin* content.

D. Curriculum Changes after Bulletin Publication

1. Changes to curriculum required by an accreditor or approved through University governance, or changes that have successfully passed through the state review and approval process during an academic year, effectively alter the published *Bulletin*.
2. Curriculum changes and effective date should appear on the academic program website, clearly noting that the curriculum has changed and that the changes have occurred after publication of the current year's *Bulletin*.
3. The changes should be communicated by the Dean, via email, to students affected by the changes as soon as possible.
4. In addition, the changes will appear in the following year's *University Bulletin*.
5. The Office of Admissions, the Office of Graduate Studies, and University Relations and Marketing create collateral materials to recruit students for the following year. Generally, these offices rely on *Bulletin* content to create their collateral. However, in the event that a policy or procedure changes during an academic year and, therefore, will not appear in the *Bulletin* until the following year, these offices may use the new policy or procedure in recruiting. For the purpose of recruiting prospective students, these offices may also communicate information about new academic programming, approved during the current academic year but that will not appear in the *Bulletin* until the following academic year.

E. Timeline

In general, updating of the *University Bulletin* content occurs from September through March each academic year. Production takes place from March through May, and the *Bulletin* is published on the *University Bulletin* website prior to the first new student orientation session in June.

1. In early September, the *Bulletin* leaders establish the timeline for updating and publishing the *University Bulletin*. Once the timeline is finalized, but by the end of September, they

communicate the timeline to the University community.

2. The *Bulletin* leaders maintain a folder on the Academic Affairs share drive for *Bulletin* content. By mid-September, the *Bulletin* leaders send the *Bulletin* editor coordinators the content for updating the *Bulletin* content for their academic School, Division, or unit. The updated content is due back to the *Bulletin* leaders by mid-March.
3. From mid-March to the end of April, the *Bulletin* leaders collaborate to produce a final draft. Once completed, the *Bulletin* leaders send the text of the *Bulletin* to University Relations and Marketing. University Relations and Marketing converts the *Bulletin* text to web format, adds page numbers, checks links, and creates embedded links from the titles of sections listed on the table of contents to specified text. Graphics provides the cover art.
4. When the *Bulletin* is fully composed and ready for publication, the *Bulletin* leaders do a final proof of the content, and once they have completed that review, University Relations and Marketing archives the previous year's *Bulletin* and uploads the current *Bulletin* to the University website. This last step in the process should be completed in preparation for the first new student orientation in June.

Approval History:

	Date
Deans Council	
Provost Council	
Faculty Senate	
Provost	
President	
Board of Trustees	