

STOCKTON UNIVERSITY



PROCEDURE

Campus Sign Program

Procedure Administrator: Associate Vice President for Operations

Authority: N.J.S.A. 18A:64-6

Effective Date: July 1, 1976; April 20, 2010

Index Cross-References:

Procedure File Number: 6080

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To provide guidelines and procedures related to a comprehensive signing program for the University.

II. PROCEDURE:

A. Guidelines.

1. The campus sign program includes all permanent or semi-permanent signs to be used on campus as a means for providing directions, designations, or information.
2. The goal of the program is to emphasize clarity of presentation while achieving serviceability, economy, and consistency in construction and aesthetics, and adaptation to the design features of the buildings and area.

B. Requests.

1. All requests for signs should be transmitted in writing directly to the Associate Vice President for Operations for approval and implementation. The Associate Vice President for Operations is delegated the authority and responsibility for the planning, approval, and implementation aspects related to the campus sign program.
2. Requests should contain a description of the type of sign desired, i.e., name plate, specific room or area designation, as well as the funding source for such signage development.

3. The Office of Facilities and Plant Operations will determine the exact nomenclature of a particular sign which will conform to the policy on signing.

Approval History:

	Date
President	04/20/10