**Appendix S**



**Policy on Accurate, Timely, and Appropriate Information for Current & Prospective Students**

Kansas Wesleyan University is committed to accurate and timely communication with our constituents: Faculty, Staff, Students, Parents and the Community. Our website is a primary vehicle for communicating updates, changes to policy, calendars of events and reporting on institutional progress. As such, it is our “face” to our constituents and must be current, relevant and accurate in fulfillment of our mission. Therefore, each department is charged with responsibility for updates, announcements and policy changes as well as standard academic year updates. The Marketing and Communications (“Mar-Com”) Department is responsible for the overall management of the [www.kwu.edu](http://www.kwu.edu), which it does by offering training to department personnel on managing their pages. The website generates regular periodic reports and regular analytics which highlights to the Marketing and Communications Departments the click rates and time spent on individual pages and on website failures. One such report that departments find helpful is “The broken Links report”. From time to time, website links expire and the system notifies Mar-Com of the failure. Mar-Com informs the departments which replace the links. Mar-Com follows up until the link is fixed. Website analytics assist Departments to determine the success of their pages.

**Policy on Accurate, Timely, and Appropriate Information for Current & Prospective Students**

Review and update of the [www.kwu.edu](http://www.kwu.edu) website(s) are required with timely and accurate information appropriate to the time of year as needed by our constituents in accordance with individual department annual planning calendars. See the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type | | Department(s) Responsible for timely and accurate updates | url Address | Time frame for periodic evaluation and update | Most Recent Update and Constituents Informed |
| Admissions Marketing Communications | | | | | |
| Recruiting Materials and Brochures | Admissions with Marketing Department | [www.kwu.edu/](http://www.kwu.edu/)  admissions | September | September, 2019 |
| Website | Admissions with Marketing Department | September  and Ongoing | Ongoing |
| Website | | | | | |
| KWU Websites | Monitored by Marketing/ Communications Department but each department is accountable. | [www.kwu.edu](http://www.kwu.edu) | Annual Calendar and preparation for new Academic Year or to announce events | Ongoing |
| Website Directory | Marketing/ Communications Department | [www.kwu.edu/](http://www.kwu.edu/)  academics/ faculty staff-  directory | As needed upon notification from HR | Ongoing |
| MyKWU Student Portal | Admissions, Registrar, Student Financial Aid | <https://kwes.acck.edu/>  ics  (Requires secure logon) | Ongoing | Ongoing |
| MyKWU Intranet | Department for Internal KWU staff faculty communication and information warehouse | <https://kwes.acck.edu/>  ics  (Requires secure logon) | Ongoing | Ongoing |
| eCampus | Bookstore and Business Office | <http://www.yoteesbooks.com/> | Each Term | Each Term |
| Athletics Website | Athletics Department | [www.kwucoyotes.com](http://www.kwucoyotes.com) | Daily | Ongoing |
| Bulletin Boards / Posters | | | | | |
| Bulletin Boards | Departments | N/A | Annual Calendar and preparation for new Academic Year or to Announce events | Ongoing |
| Posters | Prepared by Departments, Authorized by Student Development | N/A | Annual Calendar and preparation for new Academic Year or to Announce events | Ongoing |
| Student Handbooks and Academic Catalogs | | | | | |
| Student Handbook | Student Development | <http://www.kwu.edu/current-students/student-development/student-development-policies/> 2019-2020 Handbook | Summer in preparation for new academic year and as changes occur | August 2019 |
| Academic Catalog | Provost and Registrar, Curriculum Committee, Division Council | <http://www.kwu.edu/academics/office-of-the-registrar/course-catalogs> | Summer in preparation for new academic year and as changes occur | October 2019 |
| Program Changes, Fees Changes and other Important Policies | | | | | |
| Charges: Tution and Other Costs | President’s Council, Board of Trustees, Student Financial Planning | <https://www.kwu.edu/http%3A/www.kwu.edu/future-students/tuition-fees/financial-aid/charges-costs-and-payment-plans-0> | October for following academic year | October, 2019 |
| Payment Plan | President’s Council, Student Financial Planning | <https://www.kwu.edu/future-students/tuition-fees/financial-aid/charges-costs-and-payment-plans/payment-plans> | October for following academic year | October, 2019 |
| Course Syllabi  Online | Provost | <https://www.kwu.edu/> (Canvas – requires instructor login) | August – Fall Term &  January – Spring Term | Ongoing |
| Student Financial Planning, | | | | | |
| Disclosures, On-ground & Online | Student Financial Planning | <https://www.kwu.edu/future-students/tuition-fees/financial-aid/federal-state-of-kansas-financial-aid-programs>  **AND**  <https://www.kwu.edu/academics/kwu-global/kwu-online/financing-your-on-line-course/how-does-financial-aid-work-for> | Disclosures as required by USDE | Disclosures as required by USDE |
| Fees | Student Financial Planning | <https://www.kwu.edu/http%3A/www.kwu.edu/future-students/tuition-fees/financial-aid/charges-costs-and-payment-plans-0> **AND**  <https://www.kwu.edu/academics/kwu-global/kwu-online/2019-20-tuition-fees> | October | October 2019 |
| KWU Scholarships | Student Financial Planning | <http://www.kwu.edu/future-students/tuition-fees/financial-aid/kwu-scholarships> | September | September 2019 |
| Policies | Student Financial Planning | <http://www.kwu.edu/future-students/tuition-fees/financial-aid/frequently-asked-questions-student-financial-planning> | As needed in advance of effective date | September 2019 |
| Regulatory Change | Student Financial Planning | <http://www.kwu.edu/future-students/tuition-fees/financial-aid/student-consumer-information>  **AND**  <https://www.kwu.edu/consumer-information> | As needed in advance of effective date | September 2019 |
| Academics | | | | |
| Advising | Provost and Vice President for Enrollment Management | <https://www.kwu.edu/academics/office-of-the-registrar/course-catalogs> p. 23 | As needed in advance of effective date | August 2019 |
| Course Change | Curriculum Committee and Registrar | <https://www.kwu.edu/academics/office-of-the-registrar/course-catalogs> pp. 57-212 | As needed in advance of effective date | April  2019 |
| Program Change | Curriculum Committee and Registrar | <https://www.kwu.edu/academics/office-of-the-registrar/course-catalogs> pp. 55-56 & 57-212 | As needed in advance of effective date | April  2019 |

It is the department accountability to inform constituents as appropriate and required:

* Current students Via letter to the parents’ address and email to students at kwu.edu email
* Future students Via letter or email to the student’s current email address
* Staff and Faculty Via kwu.edu email directing them to the specific location within MyKWU Intranet