

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, 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.

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Review and update of the 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/ admissions	September	September XX, 2016
Website	Admissions with Marketing Department		September and Ongoing	
Website				
KWU Websites	Monitored by Marketing/ Communications Department but each department is accountable.	www.kwu.edu	Annual Calendar and preparation for new Academic Year or to announce events	Ongoing

Website Directory	Marketing/ Communications Department	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
Yotee's Bookstore	Bookstore and Business Office	http://www.yoteesbooks.com/	Each Term	Each Term
Athletics Website	Athletics Department	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/ 2016-17 Handbook	Summer in preparation for new academic year and as changes occur	August 2016
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 2016
Program Changes, Fees Changes and other Important Policies				
Programmatic Fees	President's Council, Board of Trustees, Student Financial Planning	http://www.kwu.edu/future-students/tuition-fees/financial-aid/charges-costs-and-payment-plans	October for following academic year	October 6, 2016 letter to parents and email to students from President,

				October 28, 2016 Student Financial Planning updated the website
Student Financial Planning,				
Disclosures,	Student Financial Planning	www.kwu.edu/About	Disclosures as required by USDE,	Disclosures as required by USDE,
Fees,	Student Financial Planning	http://www.kwu.edu/future-students/tuition-fees/financial-aid/charges-costs-and-payment-plans	October	October 2016
KWU Scholarships	Student Financial Planning	http://www.kwu.edu/future-students/tuition-fees/financial-aid/kwu-scholarships	September	September 2016
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 2016
Regulatory change	Student Financial Planning	www.kwu.edu/About	As needed in advance of effective date	September 2016
Academics				
Advising	Provost and Vice President for Enrollment Management	http://www.kwu.edu/sites/default/files/1617%20Catalog%20Revision%2012.6.16.pdf p. 27	As needed in advance of effective date	August 2016
Course Change	Curriculum Committee and Registrar	http://www.kwu.edu/sites/default/files/1617%20Catalog%20Revision%2012.6.16.pdf pp. 53-207	As needed in advance of effective date	April 2016
Program Change	Curriculum Committee and Registrar	http://www.kwu.edu/sites/default/files/1617%20Catalog%20Revision%2012.6.16.pdf pp. 51-52 & 52-207	As needed in advance of effective date	April 2016

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.