POLICY ON ACCURATE, TIMELY, AND APPROPRIATE INFORMATION FOR CURRENT AND PROSPECTIVE STUDENTS

Administrative Division	**Academics**
Policy Title	**Policy on Accurate, Timely, and Appropriate Information for Current and Prospective Students**
Administrative Office	**Provost's Office**
Effective Date of Policy	**03.13.20** **Amended Policy: 9-30-2026**

Purpose

Kansas Wesleyan University is committed to accurate and timely communication with our constituents, including 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. Many departments are charged with updating specific pages, providing announcements and policy changes. The Marketing and Communications office (MARCOM) is responsible for overall management of the site, including training, posting of institutional news, announcements, and technical management, as well as training for departmental personnel when needed. Analytics and reports are available to help insure the timeliness, accuracy and relevancy of all content on the site.

Policy

Timeline for Accurate, Timely, and Appropriate Information for Current & Prospective Students

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	https://www.kwu.edu/admissions	September	September, 2027
Website	Admissions with Marketing Department		September and Ongoing	Ongoing

Website				
KWU Websites	Monitored by Marketing/ Communications Department, but each department is accountable.	https://www.kwu.edu/	Annual Calendar and preparation for new Academic Year or to announce events	Ongoing
Website Directory	Marketing/ Communications Department	https://www.kwu.edu/about/faculty-staff-directory/ about (faculty staff-directory)	As needed upon notification from HR	Ongoing
MyKWU Student Portal	Admissions, Registrar, Student Financial Aid	https://my.kwu.edu/ICS (Requires secure logon)	Ongoing	Ongoing
MyKWU Intranet	Department for Internal KWU staff faculty communication and information warehouse	https://my.kwu.edu/ICS (Requires secure logon)	Ongoing	Ongoing
eCampus	Bookstore and Business Office	https://kwu.ecampus.com/ Kansas Wesleyan University Online Bookstore	Each Term	Each Term
Athletics Website	Athletics Department	https://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	https://www.kwu.edu/wp-content/uploads/2026-27-KWU-Handbook.pdf 2026-2027 Student Handbook	Summer in preparation for new academic year and as changes occur	August 2026
Academic Catalog	Provost and Registrar, Curriculum Committee, Division Council	https://www.kwu.edu/academics/registrar/course-catalogs/ Academics/Registrar	Summer in preparation for new academic year and as changes occur	March 2027 (for 2027-2028 academic year)
Program Changes, Fees Changes and other Important Policies				
Charges: Tuition and Other Costs	President's Council, Board of Trustees, Student Financial Planning	https://www.kwu.edu/pay-for-college/tuition-and-costs/	October for following academic year	October, 2026

Payment Plan	President's Council, Student Financial Planning	https://www.kwu.edu/pay-for-college/payment-plans/	October for following academic year	October 2026
Course Syllabi Online	Provost	Dashboard (Canvas – requires secure instructor/student login)	August – Fall Term & January – Spring Term	Ongoing
Student Financial Planning,				
Disclosures, On-ground & Online	Student Financial Planning	https://www.kwu.edu/pay-for-college/financial-aid/applying-for-financial-aid/ **AND** https://www.kwu.edu/pay-for-college/financial-aid/	Disclosures as required by USDE	Disclosures as required by USDE
Fees	Student Financial Planning	https://www.kwu.edu/pay-for-college/tuition-and-costs/	October	October 2026
KWU Scholarships	Student Financial Planning	https://www.kwu.edu/pay-for-college/financial-aid/scholarships/	September	September 2026
Policies	Student Financial Planning	https://www.kwu.edu/about/policies/ AND https://www.kwu.edu/policies/ AND https://www.kwu.edu/student-life/	As needed in advance of effective date	September 2026
Regulatory Change	Student Financial Planning	https://www.kwu.edu/policies/ Your Rights and Responsibilities as a Financial Aid Recipient	As needed in advance of effective date	September 2026
Academics				
Advising	Provost and Vice President for Enrollment Management	https://www.kwu.edu/academics/registrar/course-catalogs/ p. 36	As needed in advance of effective date	August 2026
Course Change; Course Conflict	Curriculum Committee and Registrar	https://www.kwu.edu/academics/registrar/course-catalogs/ pp. 45	As needed in advance of effective date	April 2027
Program Change	Curriculum Committee and Registrar	https://www.kwu.edu/academics/program-finder/ Course Catalog pp. 65-212	As needed in advance of effective date	April 2027

It is the department's responsibility to inform constituents as appropriate and as 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 https://www.kwu.edu/ email directing them to the specific location within MyKWU Intranet (secure login required)