Edward Waters University
Public Information Policy

NAME OF POLICY
Remember the Policy should be no more than ten words.
Public Information Policy

REASON FOR POLICY (Purpose)
Edward Waters University is committed to operating in an environment promoting transparency and accountability. The Public Information policy is intended to provide structure and guidance to the University community in providing students and the public current information on policies and events relating to student matriculation at the University.

SCOPE
This policy relates to all academic and non-academic units/programs of the University.

POLICY STATEMENT
Information concerning student matriculation at Edward Waters University must be published and made widely available to EWU students and the general public via the University website, catalog and selected publications. This information will include:

1. Admissions Criteria
2. Academic Calendars
3. Academic Policies and Procedures
4. Cost of Attendance
5. Refund Policies

POLICY DEFINITIONS
List any definitions associated with the policy. (Remember that in the approval process individuals may not be familiar with your terminology).

1. Admissions Criteria – Criteria that determines eligibility for admissions to the University.
2. Academic Calendar- A matriculation timeline outlining dates of orientation/registrations, course of study, relevant exams, holidays and graduation.
3. Academic Policies and Procedures- Institutional policies governing student classroom performance.
4. Cost of Attendance – Student financial obligations outlining tuition/fees/room/board and student activities.
5. Refund Policies- A timeline outlining the dates of refunding student payments to the University.
6. Student Matriculation – the process of students being admitted, taking courses and graduating from the University.

POLICY HISTORY
The Public Information Policy was developed in accordance with institutional transparency and public disclosure of information relevant to student matriculation.

ORIGINATION DATE
January 15, 2020

POLICY APPLICABILITY/WHO NEEDS TO KNOW THE POLICY
The Policy is applicable to the University community i.e. administration, faculty, staff, students, and the public

REVIEW PERIOD/POLICY AMENDMENTS
Every policy shall be reviewed periodically as determined by the implementing department, but no less frequently than once every year unless otherwise determined by the originator in conjunction with the jurisdictional area Vice President and approved by the Senior Staff. (Source Policy Compliance Policy)

POLICY COMPLIANCE
When changes are necessary to a University policy, the Office of Planning, Research and Institutional Effectiveness will notify the responsible office one month before the policy is scheduled for review. (Source Policy Compliance Policy)

EXTERNAL REGULATIONS
The Policy Complies with:
SACSCOC Policy Requirements
FLDOE Policy Requirements
USDOE Policy Requirements

FORMS
Please list any forms associated with this policy.
None

WEBSITE/HARDCOPY LOCATION
Where can the policy be found?
Edward Waters University Policies – www.moodle.ew.edu and www.ew.edu
All Policy Manuals/Documents – Institutional Effectiveness, Operations, Systems Management and Process Optimization

RELATED INFORMATION

Responsible University Official:
Vice President of Enrollment Management and Strategic Matriculant Services

Responsible Office:
Registrar

Originator Contact:
Title: Vice President of Enrollment Management and Strategic Matriculant Services
Department: Enrollment Management
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Questions on Compliance:
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SOURCE OF FINAL APPROVAL
Final approval: Board of Trustees
Date: 5/8/2020

HISTORY/REVISION DATES
Policy submitted By: Vice President of Enrollment Management and Strategic Matriculant Services
Policy Approved By: Senior Staff
Date: 3/24/2020
Origination Date: 1/15/2020
Last Date Amended: 4/25/2023
Next Review Date: 4/25/2024

SOURCE: EWU OFFICE OF INSTITUTIONAL EFFECTIVENESS AND RESEARCH (2023)