

**Edward Waters College
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 College is committed to operating in an environment promoting transparency and accountability. The Public Information policy is intended to provide structure and guidance to the college community in providing students and the public current information on policies and events relating to student matriculation at the college.

SCOPE

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

POLICY STATEMENT

Information concerning student matriculation at Edward Waters college must be published and made widely available to EWC students and the general public via the college 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 College.
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 college.
6. Student Matriculation – the process of students being admitted, taking courses and graduating from the college.

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 college 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 College 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 College Policies – www.moodle.ewc.edu and www.ewc.edu
All Policy Manuals/Documents – Office of Planning, Research and Institutional Effectiveness.

RELATED INFORMATION**Responsible College 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

Telephone: 904-470-8844

Email: j.price@ewc.edu

Questions on Compliance:

Title: Associate Provost, Institutional Planning, Research, and Effectiveness

Department: OIPRE

Telephone: 904-470-8197

Email: r.gomez@ewc.edu

Compliance Contacts

Jennifer Price, Vice President of Enrollment Management and Strategic Matriculant Services

Enrollment Management

904-470-8844

j.price@ewc.edu

Rigoberto Rincones Gomez, Associate Provost, Institutional Planning, Research, and Effectiveness

904-470-819 r.gomez@ewc.edu

Bernice Parker-Bell

Institutional Research Director

904-470-8261 bparkerbell@ewc.edu

SOURCE OF FINAL APPROVAL

Final approval: Board of Trustees

Date: May 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

Policy Approved By: Board of Trustees

Date: 5/8/2020

Origination Date: 1/15/2020

Last Date Amended: 3/23/2020

Next Review Date: