

Web Content Policy

Access to and training in the CMS (content management system) is solely determined at the discretion of the Web Manager. Typically, department assistants or members of offices who need to make frequent changes to the website are trained. Individuals will not be given access to the CMS for the sole purpose of maintaining a profile page – these are maintained by department assistants.

Offices and departments are given some latitude when it comes to the content on their pages, but it should be noted that ALL of the content on the website is ultimately there at the discretion of the Web Manager and the Office of Communications and Marketing.

Users will only have access to their department or office's pages. However, within those, there are still certain things that may not be change without consulting with the Web Manager. The main examples are:

Academic Department Homepages

You may request changes to these or start a discussion with the Web Manager, but these are carefully crafted pages whose primary focus is marketing to prospective students.

Requirements, Course Descriptions, and Student Learning Outcomes

These are maintained by the Registrar. Any changes need to be approved and implemented by the Registrar's Office.