



Athens State University Website Guidelines

Purpose

1. The Athens State University website is the University's internet communications tool to provide information to students, faculty, staff, alumni and friends.

Goals

1. To provide timely information on admissions, financial aid, academic programs, alumni, career opportunities, events, academic information and student support services.
2. To provide a consistent design that promotes a positive image of the institution.

Oversight and Management

The Athens State University website is under the management of the Office of University Relations. All design and maintenance are the responsibility of the site editor or designees. All pages must follow the design guidelines set forth by the Office of University Relations.

Website information provided for colleges, departments, and other university offices are the responsibility of the appropriate Vice President or College Dean. A designee may be appointed to update and maintain current information.

To keep the website attractive and current all webpages should:

1. Be substantially complete in content.
2. Follow the approved design guidelines for the University website.
3. Diligently update information in a timely fashion – removing out-of-date information or announcements.
4. Review all pages at least once every 60 days.
5. Insure that the website as a whole addresses any applicable statutes or policies including FERPA, copyrights and patents, ADA and handicap accessibility.
6. Pages failing to adhere to these guidelines may be removed from the website.

Non-Institutional Webpages

Non-institutional webpages include those of faculty, staff, students, student organization and other pertinent organizations. These are not part of the official University website and must provide a visual separation. They may not use the

institutional page design. The webpage must include the name of the individual or group responsible. Information must be kept current and reviewed every 60 days.

These webpages should meet the requirements of all University policies, student and faculty handbooks, and copyright laws. Sites considered or deemed obscene, harassing, threatening or in violation of local, state or federal law will be removed without warning.

For further information

Office of University Relations

Athens State University

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