

BUSINESS POLICY LETTER

TO: All Members of the University Community 2007:06

DATE: October 2006

FERRIS WEB SITE POLICY & GUIDELINES

(supersedes 2000:12)

I. POLICY

This policy is intended to guide the development and maintenance of the official Ferris State University Web site (ferris.edu). Maintaining the quality, appearance, accuracy, and legality of the information contained on its pages are of the utmost concern. Misuse or policy violations may result in termination of access, disciplinary review, suspension, dismissal, termination of employment, legal action or other disciplinary action.

II. COMPLIANCE

Ferris State University has developed written Web site guidelines that describe the appropriate use of the Web site. The guidelines are appropriate to the institution's size and complexity, the nature and scope of its activities, and the responsibility of the publishers' information it handles. As part of the guidelines, Ferris State University will:

- Designate one or more employees to coordinate the guidelines
- Define appropriate and legal uses of the Web site
- Define publishers' responsibilities
- Define standards
- Designate one or more employees to mitigate eligible content

See [Ferris Web Site Guidelines](#) for complete list with detail.

III. AUTHORITY

Authority is delegated to the Vice President of Administration and Finance and his/her designee(s) to create and maintain [Ferris Web Site Guidelines](#) for Ferris State University.

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