Procedure for Acquiring Permission and Space for Web Sites

Summary

Columbus State University has a procedure for requesting a new site, updating a new site, or having a site removed.

Purpose

The purpose of this document is to provide guidance requesting a new site, updating a new site, or having a site removed.

Procedure

Process for requesting a new site

Before requesting a new site you must read and agree to the [Columbus State University WWW policy](#) and [content guidelines](#).

To request a website for a College, Department, or other CSU officially recognized CSU organization:

1. You must be an official CSU organization.
2. Obtain approval through your College, Department, or supervisor.
3. Submit an [eQuest](#) service request. Select "Web" under "I need service". Please include the following:

   o Full department name.
   o Desired URL (site name). URLs should be short and represent the department name.
     Example: University Information and Technology Services -
      http://uits.columbusstate.edu
   o Page Coordinator (site Webmaster) contact name, phone number, and email.
   o A list of anyone else who will need rights to edit the site.

The office of Web Development will process your request and send notification upon completion.

Web Template Sets

The CSU Web Development Team has compiled Web pages that meet the outlined standards for each level. These pages, or templates, have a preset format that you can use as a starting point for developing your website.

Guidelines for Using Templates

Templates are available for use by any CSU College, School, department or office.

If you use these templates, you cannot modify the overall layout of the page.

The white area in the center of the template, or body, is free to house your content. You must comply with Web policies and standards. We strongly encourage you to follow Web best practices.

The Web templates include several design choices. Select the appropriate template for your design and content.

Process for Removing a Site

Personal Sites

If the site holder is no longer employed/enrolled at CSU, the personal site belonging to that faculty, staff or student will be automatically removed.

Departmental Sites

To remove a site, submit an eQuest service request.

Note: A departmental site may be removed without request:

- if the site is not updated/maintained at least once every two years
  - and -
- if the site receives less than 100 hits monthly.

A site may also be removed for not complying with standards and policies. See Web policy for more information.

The Page Coordinator will be notified before a site is removed.

Related USG Policy

10.2.2 Institutional Publications

Last Update

7/20/2016

Responsible Authority

University Relations