Off-CMS Website Regulations

Preamble

These regulations are meant to ensure that the design, accessibility, compatibility, and brand integrity of The City College of New York (hereinafter "CCNY") remains intact within each school/division/department/office/center/etc. (hereinafter "office") that chooses to maintain a site separate and apart from the main CCNY content management system (hereinafter "CMS"). Additionally, these regulations aim to ensure that all parties are aware of the responsibilities coming from having a website separate and apart from the CCNY website.

General Guidelines

In order to ensure consistency within each office that chooses to use its own website that is separate from the main CCNYCMS must, each off-CMS site must have the following items:

- Include CCNY and CUNY logos visible in at least one prominent location (e.g. header, sidebar, or footer) which links back to those respective sites;
- Follow guidelines laid out in the CCNY Style Guide with respect to choices of colors, fonts, logos, etc.;
- Have a designated CCNY employee who will have super administrator-level access to the website who will be made known to the Office of Institutional Advancement, Communications, and External Relations (hereinafter referred to as a "content editor");
- Meet WCAG 2.0 AA level of accessibility compliance; and
- Be desktop, mobile, and tablet responsive.

Should a site fail to comply with these guidelines will result in all hyperlinks from the main CCNY website to the website in question shall be removed until such time that the issues are resolved.

If the website for an office leaves the CCNY website, it shall be the responsibility of the content editor that all pages under that office's site on the CCNY website be removed - with the exception of event pages and faculty/staff profile pages. Should the content editor fail to remove said pages within 30 days of migrating from the main CCNY website, all hyperlinks to the website in question shall be removed until such time that said pages are deleted.

Note: The Office of Institutional Advancement, Communications, and External Relations (hereinafter "OIACER") is not responsible for any technical, accessibility, SEO, or related issues stemming from a school/division/department/office/etc. choosing to not use the main CCNY

website's CMS and will provide only minimal support to resolve such issues Complaints received by OIACER regarding such issues shall be forwarded to the head of the respective office for adjudication. In cases of needing to request assistance from the OIACER for minimal support, please be aware that there may be a 7-day response waiting period, and on-CMS sites will take priority

Returning to Main CCNY Site

Should a site that has left the main CCNY website wish to move its site back to the CCNY CMS, the head of the office must send an email request to Simone Tarver, Premanand Nankoo, and Seamus Campbell (hereinafter "Web Team"). If the request does not come from the head of the office, then that person must be copied on the email request. Such a request must contain the preferred name of the site, a preferred URL (i.e. the "xyz" in https://www.ccny.cuny.edu/*xyz*), and a list of the names and email addresses of the CCNY employees who will be editing the site (i.e. "content editors").

Within two (2) weeks of receiving such a request, the Web Team shall only develop the bare essentials of the site within the main CCNY CMS which shall be limited to:
- Homepage;
- Navigation Menu; and
- Editing access to the said site for the content editors named in the request provided that they have attended the necessary training session(s).

It shall be the responsibility of the content editor(s) of the school/division/department/office/etc. to migrate all content from the off-CMS site to their site on the CCNY website.

Note: no edits to the core CCNY website (e.g. adding CSS, JavaScript, HTML templates, server-side code, and/or Drupal modules) will be permitted to facilitate migration from an off-CMS website to the CCNY website.

CCNY Webteam Contacts

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