# Off-CMS Website Regulations

## Preamble

These regulations, promulgated by the Office of Institutional Advancement, Communications, and External Relations (hereinafter "OIACER") and, specifically, the CCNY "Web Team" consisting of Simone Tarver, Premanand Nankoo, and Seamus Campbell,  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/program/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 CCNY CMS must, each off-CMS site must have the following items:

- [Replicated template as provided by the CCNY Webteam](). This template will mirror the provided header, sidebar, and footer template, including CCNY and CUNY logos visible in at least one prominent location which links back to those respective sites (note: this provision shall be effective immediately for all offices leaving following the adoption of these regulations and, for all other offices (i.e., ones which have previously left), within 90 days following the adoption of these regulations);
- 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 OIACER (hereinafter referred to as a "content editor");
- Meet WCAG 2.0 AA level of accessibility compliance;
- Be desktop, mobile, and tablet responsive;
- Install Google Analytics on the site and adhere to providing website data on a quarterly basis, as requested by OIACER – The CCNY employee designee will be responsible for providing Google Analytics data back to the CCNY Webteam quarterly and/or upon request; and
- For situations wherein schools and divisions choose to leave the main CCNY CMS, but have offices, departments, and programs that still remain on the CCNY CMS, the

school/division must also migrate all offices, departments, and programs along with the school/division to the new off-CMS site.

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 a site continues to be in non-compliance after 30 days of being informed of such issues, the issue shall be escalated to the Office of Information Technology for appropriate action which may/will impact site public accessibility and visibility.

Prior to leaving the main CCNY website, the content editor(s) of the website currently residing on the main CCNY website must meet with the Web Team in order to be informed of the steps and resources involved of moving the office's website, made aware of the provisions of these regulations, and for the Web Team to gather pertinent data regarding the website usability. It is advised that offices schedule a meeting early in their development stage.

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. Concurrent to this, OIACER will delete all sites, pages, directory listings, etc. belonging to any subsidiary department/office/center/program/etc. Following leaving the site, all existing content editors for said office shall lose the ability to create, edit, or delete any pages falling under their office which exist on CCNY website, with the exception of event pages and faculty/staff profile; the maintenance of the other pages, including homepages, shall be performed by the Web Team according to their own specifications.

*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 the 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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