



## 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.

*Note: OIACER reserves the right to modify these regulations without warning, but shall make a good-faith effort to inform stakeholders of changes. It is advised that those offices that are impacted by these regulations regularly check the [Web Procedures page on the CCNY website](#) to view any updates.*

### General Provisions

In accordance with [CUNY Guidelines](#) and Initiative SPIV-4 of [Educating for Democracy: A Strategic Plan for City College 2025-2030](#) (i.e. the 2025-2030 CCNY Strategic Plan), effective March 25, 2025, no office may be permitted to have a website separate and apart from the main CCNY website, unless amongst other criteria outlined below, they are an office that receives the majority of its funding from sources other than the College or The Foundation for City College and has a memorandum of understanding (or other applicable document) outlining its independence from the College.

This adjustment is being made in accordance with the strategic plan, as it states that “The College will move from the current distributed-responsibility model for the website to centralized responsibility within OIACER.” To that end, to comply with the directive to centralize the College's web presence, to enhance the security of our web presence, and to establish a unified brand in our storytelling efforts for the College, sites that do not meet the outline exemptions must exist within a singular content management system. This move will allow the expanded Web Team to assist a larger segment of the College.

Exemptions to this rule shall be given on a case-by-case basis by the Associate Executive Director of Marketing and Communications, in conjunction with the Senior Vice President & Executive Director, in the Office of Institutional Advancement, Communications and External Relations - and only to offices that are legally required to be fully migrated off of the main CCNY website before the latest version of these regulations has been promulgated. Alternatively, exemptions may also be granted in limited situations where the following exemption criteria, along with that mentioned above, are met, software powering the website is from an office that receives the majority of its funding from sources other than the College and/or The Foundation for City College, proprietary and in-house alternatives to achieve the same goals are infeasible (e.g. LibGuides, Blackboard, Brightspace, Degree Works, ApplyYourself, Coursedog), the software was developed by the CCNY Office of Information Technology (e.g. Visual Course Roster, Fulltime Employees Timesheet), the office is governed by the rules of an external organization (e.g. National Collegiate Athletic Association), the site is a student-run journalistic publication, or the software's usage is governed by the City University of New York (e.g. ePermit, CUNYFirst). Such exempted sites must adhere to the rules outlined in the "Provisions for Exempted Sites" section of these regulations.

If an office believes that its site meets the criteria outlined above and, therefore, is exempt and not required to return to the main CCNY website, please reach out to the CCNY Web Team no later than December 15, 2025, for a determination to be made.

As a reminder, an exemption means that the office is permitted to remain off-CMS with the caveat that CUNY guidelines for its colleges may override our localized guidance. If at any time, CUNY mandates that there be no off-CMS sites, all sites, regardless of the exemption status given previously, will be required to return to the main CCNY CMS.

## Timeline for Returning to the Main CCNY Website

If a site has applied for an exemption and it has NOT been granted, the site must return to the main CCNY website. Sites returning to the main CCNY website shall have until April 30, 2026, to migrate all content. If said office does not meet this deadline, all hyperlinking to its off-CMS website shall be disabled on April 30, 2026, as the Web Team prepares to move into a new version of the CCNY website, and said site's content shall not be included in what is migrated.

## Procedures for Returning to the Main CCNY Site

Should a site that has left the main CCNY website wish to move its site back to the CCNY CMS, on its own accord, 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.ccnycuny.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 current off-CMS 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 - ahead of April 30, 2026.

*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 the migration of an off-CMS website to the CCNY website.*

## Provisions for Exempted Sites

Sites that are eligible for an exemption per the provisions above onto the main CCNY website must still follow the following procedures:

- [Replicate the 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 that 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, [as required by § 103-d of the New York State Technology Law](#);
- Be desktop, mobile, and tablet responsive; and
- Install Google Analytics on the site and adhere to providing website data every quarter, 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.

**Note:** Any exempted site that does not meet the branding and accessibility requirements listed above shall have all hyperlinks disabled until such time that they are remediated.

## **CCNY Webteam Contacts**

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