

### Campus Administrative Policy

**Policy Title:            Domain Name**

Policy Number:    5010                      Functional Area:    **Information Technology**

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Effective:                                  December 14, 2015

Date Last Reviewed:                  March 1, 2019

Date Scheduled for Review:          July 1, 2026

Supersedes:                                N/A

Approved by:                              IT Cabinet (See Note 1 Below)

Prepared by:                               Office of Information Technology

Reviewing Office:                        Office of Information Technology

Responsible Officer:                    N/A

Applies to:                                  University of Colorado Anschutz Medical Campus  
University of Colorado Denver

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#### A.    INTRODUCTION

The Domain Name System (DNS) is an Internet-wide distributed database of names translating Internet Protocol (IP) addresses into easily memorable names. Domain names are part of the identity of the university and communicate the university's image and reputation to the public. Consistent domain usage may also be a tool for users to better locate services; thus, domains should be assigned in an easily recognizable and predictable structure. To ensure that domain names are assigned and used appropriately and in alignment with institutional goals, the university has established a policy for governing third level domain name registrations. Examples of third-level domains names would be in the form of unitname.ufl.edu.

This policy covers all academic and administrative units, university affiliates, and academic and administrative staff seeking to register a domain name.

1.    The Associate Vice Chancellor for the Office of Information Technology and Chief Information Technology Officer, or designee, approves requests for third-level domain names.
2.    All third-level domains must be requested at the following link and approved by

the Chief Information Officer.

<https://my.ucdenver.edu/services/technologysupport/website-developent-and-management/URL%20Redirect/5>

3. Third level domain registrants must register approved and active domains with the Office of Information Technology.

## **B. POLICY STATEMENT**

1. Requests for all third-level domain names must be made by a college or administrative division that serves the entire university community and the requested third-level domain name must be approved before use.
2. All official university web sites shall use domain names within the ucdenver.edu namespace.
3. Requested third-level domain names must meet the following requirements in order to be approved:
  - The requested name should accurately describe the activity or program to which it refers and be easily recognized as word(s) or abbreviation(s).
  - The requested name represents the unit or service used by the entire university community.
  - The unit must expect to provide these services on an ongoing basis.
  - Domain names shall not contain “CU” or “Denver” or “Anschutz” in addition to ucdenver.edu.
  - Domain names shall not be based on a faculty, staff, or student’s personal name: e.g. johnsmith.ucdenver.edu or mysmith.ucdenver.edu. DENIED
4. Domain names shall not be re-directed to domains or systems other than ucdenver.edu content management system (CMS) unless the following criterion are met:
  - Strong justification for hosting a CU Denver | Anschutz web location on a system outside of the ucdenver.edu domain must be presented. It must include valid reasons for not hosting the service on a university owned resource.
  - There exists valid functionality deficiencies in the University CMS that is critical to the operation of a college/school/department web site.

All third-level domains must be requested at:

<https://my.ucdenver.edu/services/technologysupport/website-developent-and-management/URL%20Redirect/5>

5. The following naming conventions are not allowed:

- Names deemed to be offensive or obscene by the university
- Any name or system representing a CU Denver | Anschutz department or group (BURSAR, REGISTRAR, PSYCHOLOGY, etc.) when it does not.
- Any name which places a machine in an inaccurate domain (e.g., Psychology Department machines should not be placed in the medicine.ucdenver.edu domain).

## Notes

1. Dates of official enactment and amendments:

IT Cabinet: Both Chancellors, Provost, Both CFOs  
 December 14, 2015: Adopted by IT Cabinet  
 January 18, 2019: Modified  
 March 1, 2019: Reviewed

2. History:

January 18, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, format, and University branding updated by the Provost's office.  
 March 1, 2019: Reviewed, still valid, no changes.

3. Initial Policy Effective Date: December 14, 2015
4. Cross References/Appendix: N/A