Policy 5.2
Domain Names

Responsible Official: Enterprise CIO and Sr. Vice Provost for Library Services and Digital Scholarship
Administering Division/Department: LITS: Library & IT Services
Effective Date: December 14, 2015
Last Revision: July 07, 2017

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Overview

This policy explains the rules for assigning domain names to IT resources associated with Emory University and/or hosted on the Emory network.

Applicability

This policy applies to any person who wishes to assign a domain name to online computer resources associated with Emory University and Emory Healthcare and/or hosted on Emory networks. This policy applies to all domain names for university web sites and other resources, including but not limited to those under the “emory.edu” domain name space as well as non-emory.edu domain names such as those ending in .com, .net, .org, and other endings.

However, this policy does not apply in these specific situations:

- Authorized Library and IT Services (LITS) staff members routinely assigning domain names in the course of their jobs.
- Authorized Information Technology (IT) staff members for other departments assigning domain names in their established department's subdomain, such as College IT assigning names under college.emory.edu.
- Authorized Communications and Public Affairs (CPA) staff members assigning domain names for either strategic communication assets or functions related to CPA's mandate.

Policy Details

Submit all domain name assignment requests using procedures outlined in the Emory Knowledge Base article “How to Request Approval for a New Domain.”

Requests will be considered by the Domain Name Request Committee (“the Committee”) which shall consist of at least one authorized representative from each of the following groups: LITS Web Hosting, LITS Networking, Communications & Public Affairs.
Sanctions:

- Failure to comply with this policy may have legal consequences and may result in:
  - Suspension or termination of access;
  - Disciplinary actions (up to and including termination of employment) in accordance with applicable university policy.
Related Links

- Current Version of This Policy: http://policies.emory.edu/5.2

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domain Name Review Committee</td>
<td>the committee via listserv</td>
<td>none</td>
<td><a href="mailto:domainrequest@listserv.emory.edu">domainrequest@listserv.emory.edu</a></td>
</tr>
</tbody>
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Revision History

- Version Published on: Dec 14, 2015 (Updated sanctions language)
- Version Published on: Dec 14, 2015 (Removed "Emory" from policy title and other changes approved by ITSC)
- Version Published on: Nov 08, 2015 (Version approved by IT Governance, October 27, 2015)
- Version Published on: Sep 16, 2009 (This policy is a significant update to 5.2 and replaces 5.2 and 5.3.)
- Version Published on: Mar 29, 2007 (Original Publication)

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