Policy 5.2  
Non "emory.edu" Names on Internal Academic Network

This policy version was not current at the time of printing. Please see http://policies.emory.edu/5.2 for the current version.

Responsible Official: Enterprise CIO and Sr. Vice Provost for Library Services and Digital Scholarship  
Administering Division/Department: LITS: Library & IT Services  
Effective Date: March 31, 2007  
Last Revision: March 29, 2007

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Overview

This policy sets forth the rules surrounding non "emory.edu" names on the internal academic network.

Applicability

This policy applies to anyone who wishes to request a non "emory.edu" domain to be hosted on the Emory University network.

Policy Details

No device on Emory University's internal network may have an Internet domain name that ends with anything other than emory.edu, emory.net, or emoryhealthcare.org.

Exceptions

Requests for exceptions must come from a Dean or Vice President of Emory University to the Office of the Associate Vice President for Academic and Administrative Information Technology. The exception request must be in writing and must state the domain name to be used; the name of the third party for whom the domain is being hosted and who will be responsible for its appropriate use; that this usage is needed to further the goals of the University, school or division; and that this usage will be in accordance with all Emory and AAIT usage policies, and with the policies of Emory's Internet services provider when using Emory's Internet connections. The request must cite specific business reasons why a non-emory.edu name is required.

Requests for exceptions will be routed through the Office of Marketing, Public Affairs and Communications and will not be granted without the approval of the Vice President for Marketing, Public Affairs and Communications, or his/her delegate for this purpose. Approval by Marketing, Public Affairs and Communications does not constitute approval by AAIT, which may independently deny any request for other reasons. If a request is approved, the above-mentioned responsible third party must sign any standard agreement regarding this service that Emory University may have before the service will be provided.

The Academic and Administrative Information Technology Division (AAIT) may place and support devices on the Emory
network with domain names that do not end in emory.edu with the approval of the Vice President for Information Technology.

AAIT will have no responsibility for any aspect of domain name service for non-emory.edu names except when those names are on the Emory network at the instigation of AAIT or when so requested by the Vice President for Information Technology.

Existing exceptions may not be used to justify a request for an additional exception.

This policy was established in consultation with the Vice President for Information Technology, the Vice President for Marketing, Public Affairs and Communications, and various Emory advisory groups.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/5.2](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>Clarification of Policy</td>
<td>Brett Coryell</td>
<td>404-727-6147</td>
<td><a href="mailto:brett.coryell@emory.edu">brett.coryell@emory.edu</a></td>
</tr>
</tbody>
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Revision History

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*