



## **University Policy**

### **University Web Policy**

#### **1.0 Purpose**

The purpose of this Web Policy is to ensure that the University's website meet communication needs of the University and supports the mission and goals of the University. This policy sets forth the minimum requirements and expectations of the University's websites.

#### **2.0 Policy**

The University's website is intended to provide up-to-date information to various stakeholders. Each page within the University's website will serve the mission and priorities of the University.

All information presented from the ASU website will abide by federal and state laws and USG regulations.

The University's website will remain professional. To ensure uniformity and consistency, the Office of University Marketing and Communications will identify and approve all website themes and designs.

The University's home page is maintained by and the responsibility of University Marketing and Communications. Any additions or changes to the University's home page must have University Marketing and Communications approval.

Information Technology Services is responsible for and will maintain all University web servers and the associated infrastructure.

Each Division will be provided a web presence within the University's website to provide the public and the University community information about their respective units. The Division will provide the content for the respective unit's website. This content must be approved by senior administration of the respective unit, and may be subject to additional administrative approvals.

Each department within a Division must have a web presence that aligns with the minimum standards of the University. Each department will be responsible for providing up-to-date content which must be approved by the respective senior administration and University Marketing and Communications.



All academic and administrative websites will be hosted within the asurams.edu domain.

All websites will adhere to ASU information security standards.

**3.0 Applicability**

This policy applies to all websites and webpages representing Albany State University.

**4.0 Accountability**

Office of University Marketing and Communications  
Division of Information Technology Services

**7.0 Contacts**

Vice President Information Technology Services  
Senior Director of University Marketing and Communications

**8.0 References**

University System of Georgia Information Technology Handbook  
[http://www.usg.edu/information\\_technology\\_services/it\\_handbook/](http://www.usg.edu/information_technology_services/it_handbook/)

**Last Update**

April 12, 2019