

Student Organization Web Space Request Policy and Procedures

- In order to qualify for Web directory space under the NSU server structure, a campus student organization must be officially recognized or chartered by a university department, college, or center.
- The usage of student organization Web sites shall adhere to any applicable University policies, University rules for student code and conduct and Digital Millennium Copyright Act.
- If college guidelines are violated or disregarded, or if a complaint is made concerning material on a student organization Web site, the University reserves the right to suspend network access to the student Web site while the matter is referred to the student organization advisor and any other related University official.
- Student organization Web sites will prominently display a statement indicating that: **"The materials contained on this Web site are presented by the student organization and do not necessarily reflect the views of either the broader student population or of Nova Southeastern University"**.
- Student organization Web sites will not contain commercial advertisements or other commercial materials.
- Student organization web sites will be subject to bandwidth shaping in order to prevent contention with academic, research, or administrative network usage.
- The person(s) who will serve as web master role will need to review, understand, and agree to policies and guidelines shown on <https://www.nova.edu/oiit/web-development/cms/cascade8/guide-overview.html> and will need to request access by filling out Information Provider Agreement form (<https://www.nova.edu/portal/oiit/policies/secure/forms/cwis-information-provider-agreement.pdf>). The completed form needs to be sent to studentmkt@nova.edu for approval.

Existing Web site

(changing access from old web master to new web master)

- New web master will need to print out the Information Provider Agreement (<https://www.nova.edu/portal/oiit/policies/secure/forms/cwis-information-provider-agreement.pdf>) form, fill out the entire form (All fields are required). The completed form will need to be submitted to studentmkt@nova.edu (NSU Student Marketing) for approval.

- NSU Student Marketing will work with NSU Web Team of the Office of Innovation and Information Technology (OIIT) to confirm your access request.