



Delta State University

Web Policy

A Publication of the
Web Oversight Committee

June 2005

Delta State University Web Oversight Committee

Delta State University's Web Oversight Committee was created in an effort to represent the interests of the many units that rely on web-based communications. The Web Oversight Committee guided the creation and implementation of the University's Web strategy.

In the 2004-2005 academic year, the Committee was charged with recommending policies, establishing priorities and making changes to the University's website (www.deltastate.edu). The goal of the committee was to work with SunGard Collegis to implement content management techniques and to completely redesign the website. The redesign was to include revised navigation, new design (look and feel), and refreshed content. DeAnna Starn, formerly Director of University Relations, served as the initial Chair of the Committee. She left the University in February of 2005. Upon her recommendation, Julie Jackson, Assistant Director of Housing and Residence Life, assumed the chair position.

Once the website was redesigned, the charge to the Web Oversight Committee was:

- To develop, recommend, and monitor compliance with web and web portal policies;
- To advise web/portal support specialists and administrators regarding content, policy, design, and site architecture;
- To foster collaborative university-wide web development;
- To oversee the University's primary web presence; and
- To coordinate all web sites that compose the Delta State University web presence.

Committee Members:

Julie Clark, Faculty Senate
Vicki Fioranelli, Staff Council
Brent Hales, CCED
Debbie Heslep, Enrollment Services
Julie Jackson, Student Services
Matt Jones, Athletics
Allison Melton, Faculty
Missy Pearce, Alumni
Dianne Schattner, Library Services
John Tiftickjian, Faculty
Darby Lamb, SGA
Glenn Trammel, ex officio
Larkin Simpson, ex officio

* Additional individuals with specific expertise were invited to participate, as consultants, in the committee meetings.

Delta State University

Policy on Web Pages and Web Page Style Guide

Purpose

Delta State University encourages contributions to its World Wide Web site. Web pages may contain information about University programs and services, academic and administrative units, faculty and staff, courses, student organizations, etc. This policy governs the preparation and management of documents accessible on the World Wide Web that represent Delta State University. It defines the scope of the Delta State University web site and its appropriate use. It also aims to ensure that those creating official University web pages, as well as individual web pages, are working from the same assumptions and understand the applicable policies and laws. Contents of all electronic pages must be consistent with the policies of Delta State University; the policies of the Board of Trustees of State Institutions of Higher Learning of Mississippi; and with all local, state, and federal laws.

Information published on the Delta State University web site reflects the image, mission, and reputation of the University. To ensure that all information is published in a professional manner consistent with the University's mission, web page authors are required to adhere to the policies described in this document. To provide a consistent and functional web interface, authors are also required to use templates provided by the University.

Procedures

Web site structure

The Delta State University web site is divided into three classification levels defined as follows.

Level I official pages

Level I pages support the mission of the University and have a direct impact on enrolling prospective students. These pages include, but are not limited to, Academic Affairs, Admissions, Alumni, Athletics, the Bursar, Finance, Financial Assistance, Graduate & Continuing Studies, Housing & Residence Life, the Library, the President's Office, the Registrar, and Student Affairs. Additional Level I pages may be added with approval of the Web Oversight Committee (WOC).

Level II official pages

Level II pages are those included as links from Level I pages, such as colleges and schools, academic departments/divisions/units, other functional offices, and official student organizations. Additional Level II pages may be added with approval of the WOC.

Individual pages

Individual pages are unofficial personal pages maintained by individual faculty members, individual staff members, or individual students. Delta State University is not responsible for the content of personal web pages.

Information Providers/ Managers

Every Delta State University unit is entitled to a web page and an appropriate link to that page through the Delta State University homepage. Each academic and administrative unit must designate an information provider/manager who will be responsible for maintaining the unit's pages. All departments/divisions/units should first consult with the Office of Information Technology (OIT) and the WOC before creating any web site. University funds may not be used for hosting web pages with outside vendors without written approval of the WOC.

Information Providers/ Managers (for official Level I and Level II) pages are limited to:

- Full-time faculty and staff authorized to act for their departments/divisions/units/programs

- Representatives authorized with written advisor approval to act for approved student organizations

** Faculty acting as individual scholars and teachers may create individual pages.

Designation of Information Provider/ Manager

- Submit an Information Provider/ Manager contract to OIT.
- Contract must be signed by information provider/ manager and the chief administrator of the department/division/unit/program.
- Official student groups must obtain the signature of their advisors and of the Coordinator of Student Activities.

Responsibilities

Office of Information Technology responsibilities

Maintain servers

OIT will maintain a central web server for the Delta State University homepage; for all Delta State University divisions, departments, and administrative offices; and for faculty, staff, and student individual pages.

Provide access to servers

OIT will provide designated information providers/ managers access to appropriate directories so that they may update and revise their pages.

Maintain the homepage

OIT will assist in the maintenance of official pages not associated with any single unit but determined in the "Scope of Ownership," including the Delta State University homepage at <http://www.deltastate.edu>. OIT will create and maintain templates for all official pages but is not responsible for creating or maintaining content of web pages on behalf of any other unit of Delta State University.

Provide technical support

OIT will provide training, documentation, and support to aid information providers/ managers in the creation and maintenance of high-quality web pages using the official web page maintenance software, Site Builder Toolkit.

Web Oversight Committee responsibilities

Oversee web site

The committee will oversee the Delta State University web site and request information providers/ managers to update or revise official web pages quarterly. The WOC is appointed by the Cabinet with authority to govern and make decisions pertaining to the Delta State University web presence. Any issues or concerns regarding the Delta State web site should be brought before this committee.

Monitor compliance with web policies

The committee reserves the right to refuse the use of the University's network infrastructure for the dissemination of information that is inappropriate or which violates policies or guidelines. Failure to comply with the policies described in this document may lead to the following actions:

Notification

If pages are found not to comply with policies and guidelines, the chair of the WOC or other authorized personnel will notify the content provider responsible for the noncompliant page(s). The

content provider must make appropriate changes within 24 hours of notification and inform the WOC that such changes have been made.

Corrective action

If compliance has not been achieved within 24 hours from notification, the appropriate Vice President will be notified and, with his or her authority, corrective action will be taken. This may include, but is not limited to, removal of links to the noncompliant page(s) and notification of OIT personnel for assessment of adherence to Computer Use Policy. Serious violations may require immediate removal of the noncompliant page(s). In the event that a person or unit repeatedly violates these policies, the WOC may require that the person or unit be refused access to publish on Delta State University servers.

Appeal

Any faculty, staff, or student who feels that a notification of noncompliance is unjustified may appeal in writing to the WOC within 10 business days. Written requests to appear before the WOC should contain the following information and should be sent to the Chair of the WOC.

- Name and position
- Division/department/unit
- Telephone number, email address, or other means of contact
- URL(s) of web page(s) in question
- Reason for appeal
- Signature and date submitted

A hearing will be scheduled with the WOC within 10 business days of receipt of the appeal, at which time the party requesting the appeal may present his or her argument. The WOC will then present a written recommendation to the President's Cabinet, who will then render a final decision. This decision will be reported in writing to the individual presenting the appeal and to the WOC.

Revise policy

The committee will review and revise web policy (this document) as necessary to best serve the Delta State University community.

Information Provider/ Manager Responsibilities

Attend training sessions

Information providers/ managers are required to attend training sessions provided to instruct them in the use of web page creation and maintenance tools.

Become familiar with DSU's publication policies

Information providers/ managers should be familiar with University policies regarding confidentiality of records, nondiscrimination, harassment, use of University property, and intellectual property rights. These policies are described in appendices to this document.

Maintain accuracy and timeliness of content

University units that create web pages are accountable for the information they publish. The unit's content provider is charged with maintaining standards of clarity, accuracy, and timeliness. Web pages should be reviewed at least quarterly and updated as necessary.

Notify committee if there is a change in provider

When the management of an official web page is transferred to a new individual, OIT and the chair of the WOC must be notified in writing before the new information provider/ manager assumes this responsibility. The change in information provider/ manager should be reflected on each affected web page.

Web page guidelines

This section describes the primary criteria that all information providers/ managers must consider when creating web pages. These criteria apply to both official and individual pages. More detailed information regarding web page style is provided in Appendix 1.

Purposes of web page categories

Level I pages

The Delta State University homepage and pages maintained by major administrative units support the mission and purposes of the University by providing an online channel for distributing information about the University to the world. Level I pages contain a wide range of information of interest to the Delta State University community and to those seeking information about the University. They serve as a means of fostering collegiality and communication. Because of their global audience, Delta State University web pages should present accurate information in ways that enhance the University's mission and purpose.

Level II pages

The University encourages academic divisions and departments, administrative offices, support units, and official student organizations to publish information on the University web site about their unit and its programs and services, provided such information supports the mission of the University.

Individual pages

Individual pages are unofficial personal pages maintained by individual faculty, staff, or students. Their respective owners are responsible for their content, timeliness, and adherence to the policies described in this document. Individual web pages will be properly linked through the University homepage.

General considerations

Prohibited content

- Derogatory or libelous materials or materials that infringe on the rights of others
- Materials that violate local, state, or federal laws or the policies of Delta State University or of the Board of Trustees of State Institutions of Higher Learning of Mississippi
- Confidential materials, including records protected by the Family Educational Rights and Protection Act
- Materials that are abusive, profane, obscene, threatening, or sexually offensive
- Materials designed for private financial gain or compensation not relevant to the mission of the University
- Materials that promote any illegal activity
- Advertisements for commercial products or enterprises

Accuracy and appropriateness

- Information must be accurate, current, and appropriate for online use.
- Spell-check and proofread all text before publishing.
- Pages whose content changes frequently should include the date of the last update if knowing that date would be important to the viewer.

Types of media files

Pages may be in any digital form including audio, video, graphics, and text. When audio and video materials are displayed, the page should contain a link to the site where the user may obtain the software needed to view or hear that content.

Page format and style

Pages should comply with style guidelines established by the WOC. These guidelines are described in appendices to this document.

Linking to internal and external pages

- Links to any internal page on the DSU web site may be used.
- Links to related off-campus resources may be used if those resources provide useful information to DSU faculty, staff, students, and visitors. Links should be checked regularly to ensure they function properly and lead to appropriate content.
- Test all links before publishing a page.

Use of copyrighted materials

Written permission must be obtained for use of copyrighted materials including text, logos, photographs, drawings, video clips, sound clips, etc., with the clear understanding on the part of the copyright holder that these materials will be used on the web rather than in a printed publication.

Accessibility

Every effort should be made to produce web pages that are in compliance with the Americans with Disabilities Act (ADA) and use features that make them accessible to disabled users. Information providers/ managers should consult the resources made available by the Web Accessibility Initiative at the World Wide Web Consortium (<http://www.w3.org/WAI/>), The International Center for Disability Resources on the Internet (<http://www.icdri.org/>), and others.

Use of student information

Delta State University protects the privacy of student information in accordance with the Family Educational Rights and Protection Act. For specific questions, contact the Registrar's Office (662-846-4040).

Advertising

DSU web pages may link to commercial sites only when the links do not imply University endorsement of the product or service and when the purpose of the link is consistent with the University's mission. Valid business relationships between the University and commercial entities may be noted, in text only, with links to the commercial web site. Delta State University must not be placed in a position of endorsing any private enterprises, goods, or services. The use of logos and trademarks implying advertising for private corporations is not permitted.

Size limitations

Large graphics, backgrounds, image maps, and other large files that degrade speed without adding content are discouraged.

“Under construction” pages

While it is recognized that web pages are dynamic in nature and are thus subject to change, initial publication of a page shall be deferred until it contains sufficient information to make it useful. Use of the words “under construction” or similar words is not appropriate.

Student organizations

The University will provide links to student organizations registered with the Office of Student Affairs. Each organization must identify a content provider, approved by the organization's advisor, who will be responsible for the material published.

Guidelines for Level I and Level II pages

Examples of appropriate materials

- Description of the unit, its programs, services, and resources

- Policy statements, reports, and procedures
- Faculty information and publications
- Course descriptions and schedules
- Research project descriptions
- Instructional materials including syllabi, lecture notes, tutorials, etc.
- Campus calendars and guides
- Announcements of events

Required content

Pages must be created using an officially approved template consistent with the level and location of the page. Information providers/ managers may request that OIT create additional templates customized for their department/division/unit.

- Each page must include a title.
- Each page must display the name and email address of the content provider. (Special Exceptions may be approved by the WOC)
- The homepage of a unit should provide contact information for the unit or a link to this information if there is a separate contact information page. This information should include:
 - Name of chair or chief administrator of the unit
 - Mailing address of the unit
 - Phone numbers (with area code)
- Each subsequent page should contain a link to the unit's homepage
- Pages must be easily accessible from and have a standard link returning to the DSU Homepage (<http://www.deltastate.edu/>)
- A link returning to the parent page must be included on all sub-pages
- When University symbols (logos, mascots, etc.) are used; they must be restricted to those designated as "official for web use." The only official university logo at the time of this writing utilizes green triangles with black lettering (shown below).



- The University Seal is to be used only by the President and his office.
- Official DSU colors (green [hex 006633], white, gray, and black) should be used in most cases, but other recommended color palettes may be used with care.
- Special characters or spaces must not be used in file or directory names.

Guidelines for unofficial (individual) pages

Individual pages may be created and maintained by individual faculty, staff, and students. The University, in an effort to foster creativity and individuality, encourages individual web pages. The following guidelines apply for such pages linked from official pages of the Delta State University website.

The following disclaimer must appear on all unofficial personal pages:

"The views and opinions expressed in this document are strictly those of the author(s) and do not necessarily reflect the views or opinions of Delta State University or any recognized Delta State University organization. Comments on the contents of this document should be directed to the author(s)."

The WOC should be notified when any web page is found to be out of compliance with the policies described in this document.

APPENDIX 1: Web Page Style Guide

Numerous guides to the creation of effective and attractive web pages are available both in print and online. This appendix is a short outline of suggestions that should be considered in the creation of content for publication on the web. Most of this information has been summarized from Web Style Guide, 2nd ed., which is available online at: <http://www.webstyleguide.com>.

Please refer to the complete text of that document for more detailed information. Most of the following are “guidelines” rather than “rules.” They are however based on sound principles of readability and functionality.

TYPOGRAPHY

• Variability

Web pages are built on the fly by the browser. You should look at your web page layouts as suggestions of how the page will be rendered; you won't know exactly how it will look on the user's screen.

• Cascading style sheets (CSS)

Whenever possible, use cascading style sheets to define standard type styles, margins, etc. This makes it easier to maintain consistency among pages and to make global style changes to groups of pages. Using CSS, one can have a master style sheet that specifies styles for hundreds of pages. CSS also gives finer control than plain HTML. The details of creating style sheets are beyond the scope of this document.

• Legibility

- Margins should be used to give pages a consistent look.
- Avoid fully justified text alignment. Browsers do not currently do a good job of calculating word spacing.
- Avoid using centered or right-justified text.
- Headings should be mostly left-justified, not centered.

• Line length

- 50-70 characters per line is good, but exact count depends on font, size and browser.
- Borderless tables can be used to control line length, but this may create lines that extend outside the right margin of the browser window or break in unusual places.
- When ordinary paragraph structure is used, the reader can control line length by adjusting text size and browser window width.

• White space

- Use sufficient leading (line spacing) to compensate for longer line lengths and low screen resolution.

Leading of at least 2 points above the type size is recommended, e.g., for 12-point type, use 14 to 16 points of leading. Plain HTML does not allow specification of leading, but this can be done with CSS.

• Indenting paragraphs

For long blocks of text, using either a blank line or indentation to signify the beginning of a new paragraph.

• Typefaces (fonts)

- Choose standard typefaces that are likely to be resident on the user's machine.
- Bear in mind that the user can override the font specified by the HTML, so your choice of font will not necessarily be reflected on the user's screen.

- Choose a font with good legibility

A font that works well on paper may not be the best on the computer screen. Times Roman is good for print but is often too small on screen, and its character shapes can be irregular.

- Times New Roman

Times New Roman has been adapted for use on the computer screen and is the default font in most browsers. It has average legibility. This is a good font for pages with lots of text that is likely to be printed.

- Georgia, Verdana

These faces were designed especially for legibility on the computer screen. They have larger x-heights than traditional fonts. However, these may look too heavy when printed.

- Conventional font scheme

It is customary to use a serif face, such as Times New Roman or Georgia, for body text and a sans-serif face, such as Verdana or Arial, for headlines. However, some sources recommend the reverse. Generally, you should stick to the same font family for display and headings.

- The most useful fonts for web use that are found on both Windows and Macintosh are:
(Each face name is set in its own font)

Times New Roman, Georgia, Verdana, Arial, and Trebuchet.

- Using the `` tag or CSS, you can specify more than one font. This allows the browser to use a "second best" font when the primary font is not available on the user's system.

• Type size

- If you set font sizes using points, be aware that the final size on screen depends on many factors: Windows or Mac, default font of browser, personal settings of user, etc.
- Try to design pages that maintain a somewhat consistent look at sizes both greater than and less than what you consider ideal.
- Use relative measures (like ems or %) rather than absolute (like points or pixels) to keep the relative sized of various text blocks consistent.

• Case

- Avoid words set in all uppercase except for very short headings
- Use "down style" typing for headings and subheadings (capitalize just the first word and proper nouns).

• Emphasis

- Avoid using scrolling or animated text.
- Use emphasis (bold, larger type, capitals) sparingly, and only use one form of emphasis at a time.
- Italics - use for foreign words, periodical titles, stressed words or phrases.
- Bold - good for headings, subheadings, but not for long blocks of text.
- Underlined - avoid. Underlining usually denotes hyperlinks. Using it elsewhere can lead to confusion.
- Colored text - OK for headings but elsewhere often signifies hyperlinks (see above).
- Capital letters - avoid except for short headings.
- Spacing and indentation - often a good way to separate functional blocks of text from each other.

EDITORIAL STYLE

• **Basic considerations**

- Reading text online is more difficult than on paper because of low monitor resolution and having to scroll.
- Users move from page to page collecting information: they need to be able to quickly ascertain the contents of the page.
- Web pages must be more independent than print pages; one can't predict the path the user might travel from page to page.
- Special attention must be given to hyperlinks.
- A collection of links will not flow as efficiently or legibly as linear prose.
- When there is no sustained narrative, readers tend to wander in search of the information they are seeking.
- Links require maintenance. Pages must be checked often for broken links.
- Links should be used sparingly and not as a substitute for content.

• **Capitalization and other conventions**

There are a number of opinions on the "correct" usage of capitalization and compound words as related to internet terminology. While there are no hard-and-fast rules, the following recommendations are based on conventions followed by most internet publishers.

- internet (lower case unless at the beginning of a sentence)
- online (lower case unless at the beginning of a sentence)
- email (lower case unless at the beginning of a sentence; not hyphenated)
- web (lower case unless at the beginning of a sentence)
- World Wide Web (capitalized when using the whole phrase)
- web site (two words)
- homepage (one word)
- webmaster (one word)
- webcast (one word)

• **Organizational style**

- Documents should be clear and concise, structured for quick scanning.
- Use headings and lists for sections you wish to highlight
- Place the most important information near the top of the page.
- Don't be too concise such that the important content is lost. Readers can print more lengthy material that they wish to review in depth.
- Break up information into logical chunks.
- The interface should be clear enough that special instructions are not needed.
- Remember that the web is accessible world wide. Avoid language or style conventions that might not be understood by readers who outside your own region.

• **Titles and headings**

Titles, headings, and subheadings are just as important as in print to give a document structure.

- Page title
 - Important to have title in head section of HTML document
 - Title is used by bookmarks and search engines
 - Title should include name of unit plus indicator of page contents
- Recommended styles for headings
 - Headline style (Bold, capitalize first letter of each word)
 - Document titles
 - References to other web sites

- Titles of documents mentioned in the text
- Proper names
- Down style (Bold, capitalize initial letter of first word only)
 - Subheads
 - References to other sections in the text
 - Figure titles
 - Lists
- **Text formatting**
 - Avoid using too many typefaces and styles, which can destroy homogeneity of the page.
 - Avoid distracting colors for link text.
 - Limit use of special characters to only those really necessary for the content.
 - Don't use automatic hyphenation, which can result in non-standard characters in HTML document.
- **Links**
 - Be careful to use only logical hypertext links necessary for the content.
 - Too many links invite users to leave your site.
 - Most links should point to internal pages on your site.
 - When a link points to an external page, make sure reader understands where he is going.
 - Consider having linked pages open in a new window when you don't want the current context to be lost.
 - Links can be distracting. Avoid placing too many links within the middle of the main text of the page. Minor links can be grouped at the bottom of the page where they act like footnotes.
 - When placing links within your main text, the link text should be an appropriate word or group of words that is part of the natural wording of the sentence. Do not make the link text something extra like "click here."

GRAPHICS

Computer graphics is a complex topic. This section gives only a brief overview of some of the important considerations for web page designers. For more in-depth information, consult one of the many available references on this topic.

- **File size**
 - Keep graphics files as small as possible by limiting the number of colors used, limiting pixel resolution and using appropriate compression methods.
 - Remember that a considerable segment of your audience accesses the web through a dial-up modem connection. Large graphics files can greatly slow down page loading.
 - Strive to create home or entry pages with few graphics to keep page loading relatively fast. You don't want to lose viewers just because they get impatient waiting for the page to load.
 - Subsequent pages may have more graphics. Users will be more willing to wait for a page to load once they know the page will contain the information they need.
 - A reasonable guideline is to have no more than 50-75 kilobytes of graphics on entry pages.
 - Don't create pages overly dependent on graphics. Your reader may be using a non-graphical browser or may have set the browser to disable graphics in order to speed up page loading.
- **Color depth**
 - Develop at least a basic understanding of color depth (consult a web style guide for details) to keep your files as small as possible while retaining quality.
 - "Web-safe" colors
 - In the past, sticking to a standard palette of 216 standard "web-safe" colors was recommended.
 - Most users today will have monitors set to thousands or millions (true color) so the importance of using web-safe colors has diminished.

- Reducing the number of colors for file formats that use a color palette (e.g. GIF) will reduce the size of the file.
- **Dithering**
 - Using colors outside the web-safe color set will require the image to be dithered when the user's monitor is set to 256 color mode (although this is increasingly rare).
 - Try to stay with web-safe colors for navigational elements (so they won't be dithered). Other graphics can employ custom color palettes (GIF) or use true-color (JPEG)
- **Screen resolution**
 - Images for the Web should have a 1:1 display ratio (one pixel in the image = one pixel on the display monitor). Although monitors vary, the standard screen resolution is 72 pixels per inch.
- **Graphic file formats**
 - A full discussion of file format is beyond the scope of this document. See references on computer graphics for more details.
 - Compression
 - Graphic files distributed on the web are almost always compressed to reduce file size and speed downloading. The most commonly used formats are GIF, JPEG, and PNG.
 - GIF
 - Compression works best for images with large areas of continuous color.
 - Uses a color palette of 256 or fewer colors.
 - GIF is best suited to diagrams and line drawings with few colors; not the best choice for full color images such as photographs.
 - Use fewer colors where possible to increase effectiveness of compression.
 - Consider using interlacing for large images. The image will display quickly at low resolution, then redraw at increasingly higher resolutions. Do not interlace small graphics such as icons and buttons.
 - Animated GIF
 - Animated graphics are generally distracting and increase file size. Use these sparingly and only when animation is clearly required to illustrate a concept.
 - JPEG
 - JPEG images are true color; they do not use a limited color palette.
 - This is the format of choice for continuous color images such as photographs.
 - JPEG is not as suitable for images with hard-edged transitions between dissimilar colors, such as icons, charts, diagrams, or images containing text.
 - JPEG employs "lossy" compression. The image quality suffers if too much compression is used. Choose the degree of compression wisely to give the best compromise between file size and image quality. Preview the image at various compression levels to determine the appropriate setting for each image.
 - Save copies of important original images in uncompressed format. Once compressed, a JPEG file cannot be decompressed back to its original quality.
 - PNG
 - PNG is a newer alternative to the GIF format with several advantages over GIF and JPEG.
 - PNG uses full color (unlike GIF).
 - Compression is not lossy (unlike JPEG).
 - Images can incorporate transparency (like GIF but unlike JPEG).
 - Keep in mind that some older versions of common browsers may not support this format.

- **Using height and width tags**

All graphics should include height and width tags. These specifications tell the browser how much space to reserve for the image before it is drawn on the screen. This allows the text of the page to be laid out properly as the page loads rather than having to adjust it as each graphic is added. The viewer can begin to read the pages even while images are loading.

- **Backgrounds and legibility**

- If you use a custom background color, be especially careful to ensure that the contrast between background and text is sufficient to make the text clearly legible.
- Avoid using background images (textures). Except for very specialized graphical pages, such backgrounds almost always make text harder to read.

- **Accessibility**

- Design navigation elements for all users. If you use graphical items, such as buttons, menus, or image maps, always provide basic text links as well.
- Utilize the ALT attribute of IMG tags to specify a text alternative to an image. Users who cannot see the graphic will be able to read the text. Most images should include an ALT attribute.
- For graphics that do not require a text alternative (such as a custom bullet), use an empty ALT attribute (ALT="").

APPENDIX 2: Policy on Confidentiality of Records

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice).
Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

** The formatting of this document may have changed to fit within the parameters of the Web Policy. To review this document in its entirety, contact the corresponding department for more information.

APPENDIX 3: Policy on Nondiscrimination

As an institution of higher education and in the spirit of its policies of equal employment opportunity, the university declares its policy of equal educational opportunity. All applicants for admission will be considered without regard to an applicant's race, color, religion, sex, national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status.

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APPENDIX 4: Policy on Harassment

Workplace Harassment

It is the policy of Delta State University that all employees, students, customers, contractors, and visitors to our campus enjoy a positive, respectful and productive work environment free from behavior, actions or language constituting workplace harassment.

Definitions

Sexual Harassment: Unwelcome or unsolicited speech or conduct based upon sex that creates a hostile work environment or circumstances involving quid pro quo.

Hostile Work Environment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of:

- creating an intimidating, hostile, or offensive work or academic environment, or
- unreasonably interfering with another's work or academic performance

A hostile work environment is one that a reasonable person would objectively find hostile or abusive or one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances including:

- A. the nature of the alleged hostility
- B. the frequency of the allegedly harassing conduct,
- C. its severity,
- D. whether it is physically threatening or humiliating, and
- E. whether it unreasonably interferes with an employee's work or student's academic performance

Generally, a single sexual joke, offensive epithet, or request for a date does not constitute a hostile work or academic environment; however, being subjected to such jokes, epithets or requests repeatedly may constitute a "hostile environment" under this policy.

Quid Pro Quo: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a position of power or influence constitutes "quid pro quo sexual harassment" when:

- submission by an individual is made either an explicit or implicit term or condition of employment or of academic standing, or
- submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that employee or student

As defined, "quid pro quo" normally arises in the context of an authority relationship. This relationship may be direct as in the case of a supervisor and subordinate or teacher and student or it may be indirect when the harasser has the power to influence others who have authority over the victim. Same sex sexual harassment is included in the definition of this policy and the offender and victim can be either male or female.

Employee: This generally includes faculty and staff employees who are working on paid appointments by the University. It generally excludes students or temporary employees. For specific information on who is considered an employee, contact the Human Resources Department.

Supervisor: An employee designated by management who exercises major supervisory functions over another employee or employees. These functions include hiring, evaluating, assigning work, and disciplining employees.

Procedures and Responsibilities

Delta State University is committed to providing and promoting an atmosphere in which faculty and staff can realize their maximum potential in the workplace and students can engage fully in the learning process. Toward this end, all members of the university community (including faculty, staff and students) must understand that workplace harassment will not be tolerated, and that they are required to abide by university policy. Workplace harassment violates federal civil rights laws and the university's nondiscrimination policy.

The purpose of this policy includes:

- 1) to serve as notice of the types of behavior which are unacceptable and will not be tolerated by DSU and
- 2) to advise those who feel they have been the object of workplace harassment of the recourses available to them.

It is incumbent upon anyone who feels he or she has been harassed to avail themselves of this policy and procedure.

Engaging in workplace harassment is unacceptable conduct which will not be tolerated. Any employee found to have engaged in workplace harassment will be subject to disciplinary action up to and including termination. Managers and supervisors who know or should have known of workplace harassment and fail to report such behavior, or fail to take immediate, appropriate action, will be subject to disciplinary action up to and including termination.

In determining whether alleged workplace harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other education programs and activities of public institutions, and First Amendment rights apply to the speech of students and teachers.

Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom. Nonetheless, speech or conduct of a sexual or hostile nature which occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited sexual harassment if it meets the definition of sexual harassment noted below and

- 1) is reasonably regarded as non-professorial speech (i.e., advances a personal interest of the faculty member as opposed to furthering the learning process or legitimate objectives of the course), or
- 2) lacks accepted pedagogical purpose or is not germane to the academic subject matter.

Assurance / Protection Against Retaliation

This policy seeks to encourage students, faculty, and other employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or complaint of workplace harassment. Retaliation against persons who report or provide information about workplace harassment or behavior that might constitute workplace harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by a University employee or by one acting on behalf of the University, violates this policy and will result in appropriate disciplinary action.

DSU also recognizes that false accusations of workplace harassment can have serious effects on innocent persons. If the investigation results in finding that the complainant has acted maliciously or has recklessly made false accusations, the accuser will be subject to appropriate disciplinary actions. Retaliation is a serious violation of this policy and should be reported immediately.

Confidentiality

Delta State University will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information

about individual complaints and their disposition is considered confidential and will be shared only on a “need to know” basis. All reasonable steps will be taken to assure that the complainant and the alleged offender are protected by the highest degree of confidentiality possible. Both parties are advised, however, that once an inquiry or an investigation has begun, anonymity may be impossible.

Prompt Reporting of Allegations

Persons who believe they have been victims of workplace harassment should report the incident(s) immediately to appropriate administrative personnel as set forth below. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior.

If a complainant is able and feels safe, he or she should clearly explain to the respondent that the behavior is objectionable and request that it cease. The complainant should do so as soon as possible after the incident occurs. Communication with the respondent may be in person, on the telephone, or in writing. If the behavior does not stop, or if the complainant believes some adverse employment or educational consequences may result from the discussion, he or she may utilize a documented grievance process. There are two modes for resolving complaints, the informal grievance report and the formal grievance procedure:

Informal Report

Informal means are encouraged as the beginning point, but the choice of where to begin normally rests with the complainant. The informal grievance report seeks resolution through discussion and mediation facilitated by the Director of Human Resources and/or the Dean or University Vice President under whose division the complaint falls.

The informal complaint does not involve, at any stage, a "finding" of guilt, nor does it mandate disciplinary action. The focus of the investigation in the informal report is to stop inappropriate behavior, investigate, and facilitate resolutions, if possible.

If a grievance is pursued through this informal report procedure, the complainant must initiate the request. The complaint should be brought as soon as possible after the most recent incident.

The role of the Director of Human Resources and the Dean or Vice President under whose division the complaint falls will be to investigate the complaint, act as a neutral third party (mediator) and facilitate resolution. If the informal report procedure does not resolve the complaint, the complainant may initiate a formal grievance procedure. However, if the mediator(s) believe that the matter is sufficiently grave because it seems to be part of a persistent pattern, because of the nature of the alleged offense, or because the complainant seeks to have a sanction imposed, then the mediator(s) can initiate either a formal procedure or take other appropriate action.

Process

1. The mediator(s) will hold a discussion with the complainant to determine the nature of the complaint and provide the complainant with an explanation of all provisions of the policy.
2. The mediator(s) will meet with the respondent, assist him or her in interpreting the complaint, and request information regarding their position. The mediator(s) will facilitate communication between the parties of their respective positions. If desirable and agreeable to both parties, the mediator(s) may bring together the complainant and respondent and/or others who may be able to contribute to the resolution of the complaint.
3. If a resolution satisfactory to both complainant and respondent is reached, DSU may consider the complaint concluded. DSU may, however, deem further investigation necessary in order to address any disciplinary issues.

If a complaint is resolved informally, no record of the complaint will be entered into either employment files or student records. However, the mediator(s) will, in the form of a confidential file memorandum, record the fact of the

complaint and the resolution achieved. A copy of the memorandum will be forwarded to the Human Resources Department where it will be retained in confidential files for a period of three years.

Formal Complaint

Any individual who believes that he or she has been the object of workplace harassment may bring a formal complaint. The following sections identify appropriate reporting channels that students and employees should contact regarding workplace harassment.

Student Complaints

1. If the formal complaint is against a faculty member, graduate assistant, or staff member in an academic or administrative department, it should be directed to the Vice President for Student Affairs or the dean of the college or school in which the alleged offender is employed. This also applies to students participating in internships, field placements, student teaching, and off campus academic settings.
2. If the formal complaint is against a student, not acting in an instructional or other employment capacity, it should be directed to the Vice President for Student Affairs.
3. Students who believe for any reason that they cannot effectively submit their formal complaint through the above channels can direct their complaint to either the Vice President of Academic Affairs or the Director of Human Resources.

Faculty and Staff Complaints

1. If the formal complaint is against a faculty member, other instructional personnel, or staff employed in a college or school, it should be directed to the Dean of the college or school in which he/she is employed.
2. If the formal complaint is against a staff member in a department other than a college or school, it should be directed to the Director of Human Resources.
3. If the formal complaint is against a student, not acting in an instructional or other employment capacity, it should be directed to the Vice President for Student Affairs.
4. Faculty and Staff who believe for any reason they cannot effectively submit their formal complaint through the above channels can direct their complaint to either the Vice President of Academic Affairs or the Director of Human Resources.

Faculty, staff, and students who are victims of workplace assault or harassment may seek advice and referral from the University's Counseling Services. This office, which keeps all information confidential, neither receives complaints nor conducts investigations.

Filing the Formal Complaint

The process is initiated when a written, signed complaint is submitted. When a written complaint is received, it will be treated as a formal complaint unless it specifically states that complainant desires to use the informal process. (However, any apparently legitimate complaint, regardless of its form, will be investigated and resolved to the extent deemed appropriate under the circumstances). The signed complaint should include the names of the individuals involved, a description of what occurred, and the time(s), place(s), and date(s) of the event(s).

Notice to Parties

After a formal complaint has been received, the investigator(s) will promptly notify all parties in writing of: the charge, including the names of all parties; DSU's policy and procedure on workplace harassment, and the name(s) of the individual(s) who will conduct the formal investigation on behalf of DSU.

Formal Investigation

The investigator(s) will ask the respondent to submit a detailed statement describing what occurred at the time of the alleged incident and listing the names of any witnesses with a brief description of what each may have seen or been told. The investigator(s) will then furnish each party with a copy of the other party's statement. Within five (5) working days after receipt of the statement, each party will prepare and submit a detailed written response to the other party's statement.

The investigator(s) may conduct interviews with witnesses. If possible, statements of witnesses will be in writing and signed; however, the investigator(s) may prepare written summaries of oral statements made by the witnesses. The investigator(s) must inform each witness that his or her statement will be furnished to each of the respective parties. When the investigation is complete, the investigator(s) will prepare a written preliminary report. The report should describe the evidence in detail, have attached summaries, and other relevant documents, and contain recommendations. The complainant and respondent will have two (2) working days in which to share their response to this report with the investigator(s). The investigator(s) will consider responses and prepare a final report to be sent to the complainant and respondent.

Appeal Process / Final Decision

Either party may respond to the final report of the investigator(s) by written letter to the President. This letter should contain arguments as to why the recommendation(s) of the investigator(s) should be modified, accepted, or rejected. The President shall consider both the report of the investigator(s) and the letters of the respective parties. The decision of the President is final. The complainant and the respondent will be notified of the outcome of the investigation.

False Allegations

DSU recognizes that the question of whether a particular course of conduct constitutes workplace harassment requires a factual determination. DSU also recognizes that false accusations of workplace harassment can have serious effects on innocent persons. If the investigation results in finding that the complainant has acted maliciously or has recklessly made false accusations, the accuser will be subject to appropriate disciplinary actions.

Record Keeping

All written records generated through the use of the formal complaint procedure shall be kept for a period of three years in the Human Resources Department.

Responsibilities of Delta State University Supervision

All members of the university community have a general responsibility to contribute in a positive way to a university environment that is free of workplace harassment. Supervisory personnel, however, have additional responsibilities. Supervisory personnel are not only responsible for educating and sensitizing employees in their units about workplace harassment issues, but they are also directed to take all appropriate steps to prevent and stop workplace harassment in their areas of responsibility. Supervisory personnel who are contacted by an individual seeking to file a complaint about workplace harassment in their department or area of responsibility shall assist the complainant in contacting the appropriate personnel.

Rights and Responsibilities of the Respondent

1. The right to have an opportunity to fully respond to the complaint.
2. The right to have the complaint investigated and resolved in a timely manner.
3. The responsibility not to take any actions against the complainant that could be considered retaliation. There should be no contact between the supervisor and complainant during the course of action.

4. Investigators will fully inform the individual on the status of the investigation.
5. The responsibility of providing as much information as possible as requested by the investigator(s) in order to provide a fair and just resolution to the complaint.
5. The nature of the complaint should not be disclosed to persons not involved.

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APPENDIX 5: Policy on the Use of University Property

Property Control Purpose and Function

The Property Control office is located in Kent Wyatt Hall 221. The Property Control office is under the direction of the Property Officer. The Property Officer reports directly to the Vice President for Finance.

The Property Control Policy and Procedure manual has been developed to provide to all departments the information necessary to:

- Determine if anticipated purchases should be classified as equipment.
- Properly account for the acquisition and subsequent movement of equipment within and off of the campus.
- Maintain accurate departmental and institutional equipment records.
- Comply with state and federal laws and regulations pertaining to equipment.

Procedures and Responsibilities

The Property Control Office is responsible for the functions related to the acquisition and disposal of equipment. This includes:

- Properly identifying, tagging, and tracking all equipment acquired by Delta State University as DSU equipment;
- Reporting on a timely basis all acquisition, disposals, and transfers of DSU property and equipment;
- Insuring all acquisitions and disposals of equipment are handled in accordance with IHL, DSU, and State laws, regulations, and policies;
- Conducting routine audits of equipment and reviews of related operational policies and procedures;
- Providing in-service education to all DSU personnel involved in the acquisition, disposal, and transfer of equipment.

Related Documents

- Section 29-9-1 thru 29-9-21, Mississippi Code of 1972, Annotated
- Property Control Policy and Procedure manual

Departmental Responsibilities

Each department head, departmental property officer and/or other appropriate individuals or employees, as identified by the Property Officer are accountable for all equipment items assigned to their department.

Procedures and Responsibilities

To insure adequate control for equipment items, each department is responsible for designating a departmental property officer to:

- Maintain a departmental equipment listing.
- Notify the Property Control Office upon receipt of all equipment items to be tagged and authorize the payment for equipment.
- Complete the required paperwork for the movement and disposal of equipment items and maintain records of all such transactions.
- Perform a self-audit of the department's equipment items semi-annually and promptly report any missing items or other discrepancies to the Property Control Office.
- Directly participate in all equipment audits conducted by the DSU Property Control staff and/or the State Auditor's Office.

In the event that an equipment audit identifies an item as missing or otherwise unaccounted for, DSU can recover the value of the missing item. The demand is made against the department head, departmental property officer, and/or other appropriate individual or employee within the department.

In the event of possible theft, the financial responsibility is removed if there is documentation that at the time the item was discovered as missing, it was properly reported to and investigated by Campus Police

If an equipment item assigned to an employee is lost or stolen due to an employee's willful negligence, the employee is financially responsible for the value of the lost or stolen equipment item. The department head is responsible for recovering the funds from the employee and following the procedures for reporting lost or stolen equipment as provided in the policy on "Reporting Lost or Stolen Equipment section" of the manual. The policy on "Procedures for Determination of Employee Financial responsibility" is also defined in the manual.

Related Documents

- Section 29-9-1 thru 29-9-21, Mississippi Code of 1972, Annotated
- Policy on "Reporting Lost or Stolen Equipment "
- Policy on "Determination of Employee Financial Responsibility of DSU Equipment"
- Property Donation Transmittal Form
- Equipment Transfer Form
- Return Authorization Form
- Property Authorization Receipt
- Lost or Stolen Property Affidavit
- Equipment Disposal Request

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APPENDIX 6: Intellectual Property Policy

General definition

Intellectual property is information and original expression that derives its intrinsic value from creative ideas and has commercial value. Ownership is subject to international, federal, and state laws and to this University policy.

Categories

For the clarity of this policy, Intellectual Property can be categorized as follows:

Scholarly work – material prepared for traditional academic publications, such as scholarly journals, or other texts of a scholarly nature.

Creative work – artistic works, musical or dramatic compositions and performances, literary works, etc. Works of a primarily aesthetic nature.

Course materials – material of a pedagogical intent, used by the faculty member and University in the course of the University’s educational mission. This generally means materials intended for the immediate use of a student in a course.

Applicability

This policy shall apply to faculty, staff, and students.

For brevity, in this document below “faculty” means “faculty member,” and “faculty/staff/student” means “faculty member, staff employee, or student.”

Ownership of Intellectual Property

The faculty/staff/student owns the intellectual property under the following conditions:

- If the intellectual property is unrelated to the faculty/staff/student job responsibilities and no more than incidental use was made of University resources; or
- If the intellectual property is scholarly work and/or creative work as defined above.

The University owns the property under the following conditions:

- If the intellectual property, other than scholarly work and/or creative work as defined above, is created within the scope of employment on University time with the use of University facilities, or University financial support; or
- If the intellectual property is commissioned by the University or a component of the University pursuant to a signed contract or if it is considered work for hire under copyright law; or
- If the intellectual property results from research supported by federal, state, or university funds or third-party sponsorship designated to the University; or
- If the intellectual property consists of course materials specifically intended for the University’s instructional mission.

The University and faculty/staff/student own the intellectual property jointly:

- If criteria for University ownership and individual ownership (as set forth above) overlap; or

- If the faculty/staff/student involved in the creation of the intellectual property worked in collaboration with other University employees, for whom the creation was a part of their employment responsibilities, as part of a team to contribute the kind of expression intended to be part of an integrated whole. The University's employees who work as programmers, graphic artists, video technicians, script writers, and other University support personnel create this kind of expression. When added to the faculty/staff/student contribution, the result is a jointly-authored work.

Jointly owned intellectual property is shared between the faculty/staff/student and the University when there is commercial value. For this to occur there must be (a) an offer and an identifiable buyer with whom to negotiate; and (b) a negotiated, written letter of agreement executed between the faculty/staff/student and the University. The agreement shall be negotiated with the faculty/staff/student by the appropriate vice president and approved by the President, in accordance with State and University policy. The agreement shall stipulate the percentage of ownership between the faculty/staff/student and the University, indicate who pays and how research and development costs are recovered, and describe future uses of the intellectual property. In the event percentage of ownership and payment and recovery of research and development costs are not addressed in writing, then the economic relationship is shared on a 50%/50% basis after the recovery of research and development costs.

When termination of employment (faculty/staff/student) or enrollment (student) occurs in cases where intellectual property is jointly shared, a negotiated, written letter of agreement will be executed with the University. The agreement shall be negotiated with the faculty/staff/student by the appropriate vice president and approved by the President, in accordance with federal, state and University policies, procedures, and regulations. The agreement shall establish separate ownership rights, stipulate the percentage of ownership between the faculty/staff/student and the University, and describe future uses of the intellectual property. To initiate an agreement: (a) the faculty/staff/student contacts his/her department/division chair or director in writing requesting separate joint ownership rights; (b) the chair or director notifies the appropriate vice president that a letter of agreement is required; and (c) the vice president and faculty/staff/student prepare and execute the letter of agreement.

In the event of a disagreement between the faculty/staff/student and the University, an appeal may be made to the Board of Trustees of the Institutions of Higher Learning, and their decision shall be final.

Disclosure

Copies of this policy shall be printed in the University faculty/staff handbook and in the student handbook and shall be posted electronically on the University website.

Review

This policy shall be reviewed, as circumstances warrant, by the Faculty Senate, Staff Council, Student Government Association, and Academic Council. Possible revisions and amendments will be transmitted to the President for final approval.

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APPENDIX 7: Business Processes

The following business process statements have been adopted by the WOC to ensure that all information is published in a professional manner consistent with the University's mission. Further, these statements provide a consistent and functional web presence.

New Site Creation

The process to create your department/unit/group's new site shall include:

- Any department /unit/group that wishes to host/maintain a new site must submit a written request to the WOC for approval.
- Once approved, an Information Provider and Information Manager must be identified via the Information Provider/ Manager Contract
- Upon completion, the contract is submitted to OIT's web services and a username and password will be issued.

Template Creation

The process to change your department/unit/group's template(s) shall include:

- Department/unit/group makes a written request to the WOC.
- The WOC will prioritize the requests.
- Upon written approval from the WOC, OIT will begin designing and creating the new template(s) with input from the department/ unit/ group.
- OIT will submit designs to the WOC for approval.
- With written approval from the WOC, OIT will make the template(s) available for use in Site Builder Toolkit.

Contract Vendor Websites

Delta State's outsourced areas are strongly encouraged to develop and host their DSU related websites within the Delta State network infrastructure using Site Builder Toolkit. The process for contracted areas including Armark, Follett, & Collegis shall include:

- The contracted web staff is encouraged to work with DSU's web services to develop a website.
- If special elements or applications are required that OIT cannot develop or manage, measures can be taken to link to the module in question. A written request should be made to the WOC for approval of this service.
- When a department/unit/group uses a contracted vendor, a visitor to Delta State's website should be able to link to the contracted area from the DSU site.
- The linked website should look similar to the Delta State site, with similar branding elements but the WOC cannot provide a template for use because Delta State will not have the ability to maintain the look and feel of the contracted vendor site.

Use of the Left Side Navigation in Site Builder Toolkit

The process for Left side navigation bar shall include:

- SBT users have the ability to remove all items from the left side navigation bar.
- There are five items which must remain on the left side navigation bar; they are as follows: Current Students, Future Students, Faculty & Staff, Parents & Family and Alumni & Guests.
- The only option for removal of these items is to use a template created by OIT that has omitted these items.