

## Student Organization Web Page Application Campus & Community Involvement

Student organizations may apply for web space on the Campus & Community Involvement web page under the student organization section for the purpose of providing information about the organization, its activities, its members, and its alumni. Trinity University views student organization web pages as a privilege and reserves the right to decide the type and amount of computing support it provides student organizations. For the University World Wide Web Policy, see: [http://www.trinity.edu/departments/public\\_relations/WEB\\_Policy.html](http://www.trinity.edu/departments/public_relations/WEB_Policy.html).

Leaders of student organizations obtain approval for an organizational web page from staff in Campus & Community Involvement who are responsible for organizational web pages and the organizations' compliance with University policies and generally accepted community standards regarding good taste. Complaints by web page readers must follow the established student organization web page grievance procedures.

In order to establish a **new** student organization web page the current president or head of the student organization completes an application and prepares a draft version of the web page. In applying for a web page, the student organization agrees to the following:

- The web page will comply with the Trinity University World-Wide Web Policy, all current University policies and procedures as well as those adopted during the current academic year.
- The web page will include the name of the head of the student organization, or the student organization's web master and the date of the last update.
- The web page may include links to other web pages and/or e-mail addresses but such linked sites may not be in violation of University policies, specifically those regarding computing policies, standards of conduct for students, and harassment.
- Specific components of a web page cannot use network bandwidth for which there is not sufficient resources or which unnecessarily consume network bandwidth.
- Web pages approved for student organizations in the "Registered" category must include the following statement: "\_\_\_\_\_ is a registered student organization."
- Registered student organizations are voluntary associations of Trinity students which exist to pursue special interests or social activities. Status as a registered student organization implies neither approval nor disapproval of the purposes of the organization and is not an endorsement of any such organization's purposes or activities.
- The organization will seek the written approval of persons whose photographic images and/or personal information (address, phone number, etc.) appear on the web page. Such documentation must be kept on file by the student organization and made available to University officials upon request.

In order to **continue** an approved, established web page, in addition to those policies regarding the creation of a new web page, the following must also apply:

- **The current president or head of the student organization should submit permission changes for their Trinity server Web page to Margaret Farris, Campus & Community Involvement.**
- Unresolved grievances submitted according to the established student organization web page grievance procedure may defer the approval of a continued webpage or may cause the web page to be temporarily suspended from the server.
- Action regarding the removal or change of web page content is the responsibility of the Web Page Grievance Committee and/or the director of Campus & Community Involvement. A student organization whose web page is to be changed or removed from the server for failure to comply with these policies will be given advance, written notice by the Web Page Grievance Committee or the director of Campus & Community Involvement. Such notice will describe the action and the reason for such action. Appeals of decisions by the Committee or the director must be directed to the vice president for Student Affairs within 10 class days of such notice.

*Procedure:*

1. Prepare a proposed version of the web page on a server (reslife, for example).
2. Submit this signed form and the temporary URL for the web site to the Campus & Community Involvement office, Coates University Center, West Wing, Suite 108.
3. The application will be acted on within 10 class days.

*If approved:*

4. The student organization web master will be advised on editing privileges and how to install the web page on the University server.

Date \_\_\_\_\_

*Does this organization currently have a web site?* \_\_\_\_\_

*If so, what is the site URL?* \_\_\_\_\_

Name of organization: \_\_\_\_\_

President or head of organization: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student organization web master: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Student Organization Web Page Grievance Procedures**

Complaint(s) by any reader of a student organization web page must be directed in writing to the director of Campus and Community Involvement. A complaint must state the nature of the complaint, a suggested remedy to the complaint, and the name, address, and phone number of the person submitting the complaint.

Complaints which point out erroneous information will be handled by the director of Campus and Community Involvement who will contact the student organization web master and request that the error(s) be corrected within 48 hours.

Complaints of more serious nature will be reviewed by the Student Organization Web Page Grievance Committee which will be convened by the director within 5 class days of receipt of the complaint. Examples of more serious complaints are, but not limited to, libel, harassment, indecency, unauthorized use of information or images, and violations of University policies.

The Committee will review the complaint and decide on the appropriate response. The Committee will communicate a response to the complaint within 5 class days of making a decision. In making a decision, the Committee may consult with the student organization web master, the University web master, and any other persons it deems necessary.

The reader or the student organization web master may appeal the decision of the Committee to the vice president for Student Affairs, but must do so in writing within 10 class days of the decision. If the decision of the Committee requires a change in the web page, such change must be made within 48 hours of notification by the Committee or a decision of an appeal by the vice president for Student Affairs.

Upon receipt of a complaint, the director of Campus & Community Involvement or the Committee may direct that the web page be temporarily suspended from the server until the complaint is resolved.

The Student Organization Web Page Grievance Committee will be comprised of the director of Campus & Community Involvement, the University web master, and three students nominated by the Association of Student Representatives and appointed by the vice president for Student Affairs.

A student organization may appeal disapproval by the director of Campus & Community Involvement of a proposed or continuing web page change in content, in writing to the vice president for Student Affairs within 10 days of receipt of disapproval. The vice president of Student Affairs will respond to the appeal within 5 class days of receipt of the appeal.

**My signature below acknowledges that I have read and understand the policies and procedures which apply to student organizations web pages. Further, I understand that other University policies as published in the Student Handbook may apply to the privilege of my student organization web page being on a University server.**

**I agree to abide by and support the policies and procedures regarding student organization web pages. I understand that only the authorized student organization web master may install and make updates to the web page.**

\_\_\_\_\_  
President or head of student organization

\_\_\_\_\_  
Student organization webmaster

\_\_\_ approved

\_\_\_ not approved (If not approved, a rationale for such disapproval must be attached.)

\_\_\_\_\_  
Margaret Farris  
Coordinator for Student Organizations

\_\_\_\_\_  
Date