

DOMAIN NAME REGISTRATION

POLICY SUMMARY

Domain Names are the internet addresses used to find specific website destinations and other online services. As the gateway to the University's online presence, Domain Names are an important part of the University's identity, brand, and marketing efforts. Northern Arizona University maintains specific standards and a centralized record of the request and approval of Domain Names to help protect the security of online assets as well as the identity and brand of the University.

REASON FOR THIS POLICY

Centralized and standardized Domain Name Registration requests, approvals, and management helps to ensure a high-quality online experience for University Community Members and external audiences. It also helps prevent security breaches and damage to the University's identity and reputation. This policy and the associated procedures establish formal guidance and methods for the facilitation of Domain Name requests, usage, conventions, and serves as the basis for resolving any disputes that may arise.

ENTITIES AFFECTED BY THIS POLICY

- All University Community Members
- Director of Information Technology Services, Core Services
- University Marketing

WHO SHOULD KNOW THIS POLICY

- All University Community Members who require an online presence that includes formally registering a Domain Name

DEFINITIONS

Affiliate: a person who has truthfully identified themselves and their purposes or activities that further the University's mission who has an Affiliation of the type 'Affiliate'. Each Affiliate is associated with an Affiliation Category and Affiliate Type. Affiliates are granted a default set of IT services and privileges based on their Affiliation Category.

Domain Name: any formally registered name for a website or online presence representing the University, including Internal Domain Names, External Domain Names, and Subdomain Names registered and managed by Northern Arizona University.

Domain Name System (DNS): the method or schema for associating names with a numerical internet address, known as an IP address. It is not an authentication or an authorization system.

External Domain Names: any Domain Name not ending in "nau.edu" for its formally registered name.

Internal Domain Names: any Domain Name ending in "nau.edu" for its formally registered name.

Responsible Campus Entity: any University Community Member, unit, division, office, institute or partner being represented by an NAU website or with an online presence where a Domain Name is registered. Examples may include, but are not limited to, administrative and academic departments, divisions, or offices; academic programs; centers; institutes; research labs or research units; schools; and University services.

University Community Member: all University faculty, staff, student employees, students, alumni, affiliates, contractors, consultants, agents, and volunteers wherever located.

University Information Technology (“IT”) Resource: any computer, server, communication or mobile device, or electronic data, data storage, transmission or control device that is owned and/or operated by the University. These resources are referred to herein as “University IT Resources.”

POLICY

A. Applicability

This policy applies to all University Community Members and those identified as a Responsible Campus Entity, to all IT Resources on the University network, and to all current and future NAU Domain Names wherever they may be hosted.

B. General

A steering committee consisting of Information Technology Services (“ITS”), University Marketing, and other campus entities, where applicable, is responsible for working with the Chief Information Officer (“CIO”) on the coordination of Domain Name Registration policy and procedures. This committee will collaborate with the Data and IT Governance Trustees where necessary, such as, but not limited to, vetting of exception requests or resolving disputes that may arise in name requests.

The principal Domain Name for Northern Arizona University is “nau.edu”; therefore, all hosts on the University network should have a name ending in “nau.edu.” All NAU Domain Names must be co-registered to an active University Community Member and the NAU ITS Department according to the current [procedures](#).

Services provided by University Affiliates or third parties may be registered under the “nau.edu” domain, or may be approved by the CIO, or their designee, to be registered outside of the “nau.edu” domain as an External Domain Name according to the current [procedures](#).

All services listed outside of the “nau.edu” domain, such as External Domain Names, may be required to tie the domain name to an IP address acquired from a non-NAU hosting service.

Existing Domain Names or Subdomains registered under “nau.edu” that do not currently conform to this policy will be reviewed and brought into conformity with this policy. Where applicable, conditions for exceptions will be reviewed and granted.

C. Exception Requests

Requests to receive an exception to the Domain Name Registration policy and standards must be approved according to the current [procedures](#). Once the justification for a non-standard Domain Name is no longer valid, the steering committee will review maintaining the exception or revoking the Domain Name.

D. Compliance

NAU reserves the right to revoke or reassign any previously assigned Domain Name at any time, if the Domain Name conflicts with this policy or associated standards, other University policies, standards, procedures or practices, or if a suspected or known security event occurs related to the Domain Name or asset. Domain Names that do not respond to a network inquiry for two months may be terminated and revoked, following notice sent to the Responsible Campus Entity and/or owner of the asset.

RESPONSIBILITIES

Chief Information Officer: update and republish, as necessary and appropriate, the University's Domain Name Registration policy and standards and serve as approver for all exceptions to policy requests.

Director of Information Technology Services, Core Services: reporting to the CIO, is responsible for working with the roles identified herein to develop and implement the procedures, protocols, and standards in support of this policy; is responsible for working with individuals, departments, and administrators to implement and enforce this policy; serve on the steering committee.

University Marketing: assist the Director of Information Technology Services, Core Services, to update and republish the policy and associated procedures and standards; serve on the steering committee.

PROCEDURES

To request a Domain Name, use Request Form

[Request Form](#)

RELATED INFORMATION

Forms or Tools

There are no forms or tools associated with this policy.

Cross-References

[Appropriate Use of Information Technology Resources](#)

[Information Security](#)

[Data Classification and Handling](#)

[Information Security Awareness Training](#)

Sources

There are no external sources associated with this policy.

APPENDIX

None.