



## STUDENT ORGANIZATION WEB SITE LINKS

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### **POLICY**

Sherman College attempts to make student organizations more available by maintaining a list of officially recognized student organizations on the college web site. Recognized student organizations may request that their listing on the college web site be linked to their organization's web site. This policy sets forth guidelines and rules for deciding which recognized student organization web pages can be linked to this listing and when those links may be discontinued.

Student organization web sites will be reviewed by the Public Relations Office periodically, and those student organization web sites that have not been updated within the past two quarters will be notified through the Student Affairs Office that their site will no longer be linked to the college web site. Student organization web sites can be linked again once they are updated.

Student organization web sites must adhere to all college policies regarding student conduct and use of technology. Any organization web site that violates these policies will have its link removed from the college web site.

#### Procedure:

- The president or vice president of the student organization, along with the advisor, must complete the attached application and web site linking agreement.
- The Student Affairs Office must confirm the current status of the organization and confirm that the application and web site linking agreement are completed.
- Once completed, the president or vice president must submit a copy of the organization's completed application to the Public Relations Office. The signed application and web site linking agreement shall be maintained by the Student Affairs Office.
- The Public Relations Office will examine the student organization web site before it is linked to the college web site to ensure it complies with college policies regarding student conduct and use of technology.
- The Public Relations Office and the Student Affairs Office will periodically examine recognized student organization web sites once they are linked to the college web site to ensure they comply with college policies regarding student conduct and use of technology.
- Any student organization that is removed from the college's list of recognized student organizations will have its name and link removed from the college web site.
- A student organization's web site link can be removed from the college web site at any time the Public Relations Office, Student Affairs Office or Webmaster



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deems that the organization has failed to meet the requirements set forth in this policy or in other policies regarding student conduct and use of technology.

- A student organization which has its web site removed from the college web site will be notified of the removal through the organization's main officer as listed with the Student Affairs Office. The link can be restored once the web site is brought into compliance with this policy and other relevant college policies.

Links from the college web site to any student organization web site must not imply college endorsement of the site's content and/or services. All student organization web sites must include the following disclaimer:

*The (ORGANIZATION NAME) web site is not an official page of the Sherman College of Straight Chiropractic web site and is not maintained by the college. Any opinions or statements expressed herein should not be taken as a position of or endorsement by Sherman College of Straight Chiropractic.*

The page on the Sherman College web site listing officially recognized student organizations must include the following disclaimer:

*Links listed on this web page are to non-college sites which are not official pages hosted or maintained by Sherman College of Straight Chiropractic. Any opinions or statements expressed herein should not be taken as a position of or endorsement by Sherman College of Straight Chiropractic.*