Website

Policy Number: 517

Categorized: Information Technology

Procedure: 517P

Responsible Office: VP of Strategy, Research, and Workforce Innovation

Effective Date: 01/21/2024

Date Last Reviewed: 10/11/2024

---

1. Scope

This policy applies to all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, interns and student hires.

2. Policy Statement

NVCC.edu plays an important role in how the college presents itself to the outside world. Information for prospective students, as well as current students, alumni, and visitors, is located on nvcc.edu. The web services office will develop and maintain all college webpages for all academic departments, administrative offices, and other college-related entitles.

The official NOVA website, portal, and webpages are owned by the college and intended solely for college-related purposes.

Communications and Enrollment Marketing is responsible for the contents of the NVCC.edu. Additionally, the Communications and Enrollment Marketing department maintains the college's content management system (CMS) and various approved standard Web templates, which are mandated for use on most administrative webpages. The office assists and supports designated Web content owners with consultations, design and publishing services, content maintenance, CMS training, ADA compliance and creation of documentation.

3. Authority

VCCS Information Technology Requirements, Standards and Policies. Policy Number: 501