



OFFICIAL POLICY

10.11

**DNS (Domain Name System) Standards within the
cofc.edu Domain**

10/14/2020

Policy Statement

The format of DNS service entries is "hostname.department.cofc.edu"

Policy Manager and Responsible Department or Office

Director of Enterprise Application Management

Purpose/Reason for the Policy

To regulate the selection of hostname component of the domain name within cofc.edu.

Departments/Offices Affected by the Policy

College faculty, staff, and students.

Procedures Related to the Policy

The format of DNS service entries is "hostname.department.cofc.edu", where:

1. The naming structure is intended to follow the organizational affiliation.
2. Department subdomains in the cofc.edu domain must be the names of schools, colleges or organizational units that are officially recognized by the College of Charleston. The subdomain name is determined by IT and the department or college. For example, math.cofc.edu.
3. The unit responsible for the computer may select the hostname component of the domain name.
4. The hostname component of the domain name may reflect generally accepted practices, used by the Internet-at-large and provided by sites internationally, including www and ftp. For example, the "www" in www.biz.cofc.edu.
5. The hostname component of the domain name may reflect the name of the service program or may follow a naming scheme within the department. For example, the "gateway" in gateway.lib.cofc.edu.
6. Length limit for hostname and department subdomain names is 63 characters each.
7. Server and computer hostnames should not be trademarked or copyrighted terms.
8. Server and computer hostnames must not be distasteful, obscene or used to misrepresent their purpose.
9. Exceptions for hostnames within the cofc.edu domain (e.g., wsui.cofc.edu) may be allowed only if all of the following conditions are met:
 - a. The proposed name is for a consortium of many different organizations either within or outside the College.
 - b. The proposed name is the name of a service or service unit, center or institute and not the name of a department or other organizational unit.
 - c. The proposed name is for a College-wide service that is not easily identified with a single department or unit, or it is for a service that is being offered primarily to people or groups that are outside the College and who are not likely to be familiar with the details of the College's internal organizational structure.
 - d. The proposed name is not now, and is not likely to become, ambiguous if it is used as a hostname without other department or unit qualification.
 - e. The proposed name is not likely to change.
 - f. The placement of the proposed name as a host name within cofc.edu has the explicit approval of the unit administrator of the school, college, institute or unit with which the name would otherwise be associated.

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Related Policies, Documents or Forms

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Review Schedule

Issue Date:8/23/2016 Date of Policy Review: 10/14/2020	Next Review Date:10/23/2025
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POLICY APPROVAL
(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 10.11

President or
Chairman, Board of Trustees  Date: 10/14/2020