# NatSci Web Hosting Policy

## Purpose of Policy

The College of Natural Science (NatSci) offers Omni CMS as the college's Web Content Management System (WCMS) for websites hosted on natsci.msu.edu. This policy outlines the criteria for websites hosted by this service.

## Scope

This policy applies to websites hosted within the NatSci web space (i.e., subdomain.natsci.msu.edu), including those using top-level MSU.edu subdomains (i.e., subdomain.msu.edu), but that use NatSci's Omni CMS system.

## Policy

### Hosting

NatSci web hosting is provided for **departments, programs, and labs** within the purview of the college. Department and program websites will be created as standalone websites (websites with their own domain name). Lab websites will be created as sub-sites (sharing a domain name) within their respective department and/or program website.  
   
Current lab websites (current as of the original publication of this policy) hosted outside of their respective department and/or program are grandfathered in and will retain their separate site status.

Websites that are requested for grants, or whose responsibilities are shared between NatSci and other colleges, may be allowed to be hosted within the Omni CMS web content management system, pending review and approval of such a request.

Websites that wish to be hosted within the NatSci Omni CMS system, but who are not affiliated with NatSci, may be allowed to do so, pending review of such a request. Please see the **Cost** section of this policy for more information.

All hosting requests shall be made by sending an email to [natsci.ticket@msu.edu](mailto:natsci.ticket@msu.edu?subject=Web%20Hosting%20Policy), or by filling out the new website request form at: <https://web.natsci.msu.edu/new-website-request.aspx>

### Cost

NatSci does not charge for web hosting within the Omni CMS system. All websites use the standard NatSci provided template, which may, change and evolve over time. Charges however will be incurred for other requests. Please refer to Appendix A for the rate card.

### Design

NatSci provides a standard template (also known as a theme) for all users of the Omni CMS system. This template complies with Michigan State University's web standards and includes the MSU masthead, standard footer, Gotham fonts, MSU-approved web colors and NatSci designed elements and components. The standard template may not be altered without the approval of NatSci's Communications Team. Alterations to any of the above-mentioned elements will result in removal of interfering code and/or styles. Sites are permitted to design their own custom components using custom code and/or styles, as long as they do not interfere with the NatSci template. Note: By using custom code and/or styles, you acknowledge that your code and/or styles may break as the result of any updates to the NatSci template and that you are responsible for fixing any/all breaks.

### User Access

It is the sole responsibility of the site owner to request access for those who will be editing and maintaining the website by using the *New User Request Form* (<https://web.natsci.msu.edu/user-request-form.aspx>). Site owners are also responsible for requesting the removal of these users

### Data and Personal Information

Site owners shall abide by the ‘*MSU Institutional Data Policy*’ (<https://tech.msu.edu/about/guidelines-policies/msu-institutional-data-policy/>). No site hosted in the Omni CMS system shall ask for, store, or transmit data deemed as ‘confidential’ as listed in ‘*Appendix I: Confidential Data’* of that policy. If such data needs to be collected, site owners shall email **natsci.ticket@msu.edu** to work with IT and/or Communications in order to determine a viable solution.

### Accessibility

Site owners are responsible for ensuring that their website content is accessible to all users, including those with disabilities. The website template provided for use within the Omni CMS system has been made accessible to comply with WCAG 2.2 AA. The Omni CMS system also has built-in accessibility tools to help ensure that content is compliant and will prevent the publishing of a page if content is found to be in violation.

Non-compliant websites will be reported to IT Services and repeated gross non-compliance may result in removal from the system. (See Automatic Website Removal)

### Automatic Website Removal

All requested websites must be made public (i.e., "Go Live") within six months of the initial request. Failure to comply will result in the following:

* The website data, if any, will be exported as a "bundle" and deleted from the system.
* The "bundle" will be archived on a NatSci system and electronically delivered to the site owner.
* The website will no longer be available at the designated domain name(s).

All websites must be accessible to all users, including those with disabilities. Websites that are identified as having accessibility issues with their content must show progress toward making their web content accessible within three months of receiving an accessibility report noting non-compliance with WCAG 2.2 AA.

If a website shows no progress toward making its web content accessible within three months, or if the number of accessibility issues increases month-over-month, the following will occur:

* The website data, if any, will be exported as a "bundle" and deleted from the system.
* The "bundle" will be archived on a NatSci system and electronically delivered to the site owner.
* The website will no longer be available at the designated domain name(s).

# Appendix A – Rate Card

| **Request – Work to be done** | **Functions** | **cost** | **timeframe** |
| --- | --- | --- | --- |
| **New website request setup at system level**  **(URL request, Omni site setup, NatSci IT production site setup)** | URL request, Omni site creation (staging/production) | $0 | ~ 1-2 weeks |
| **Custom website Creation - including initial content upload**  **Dean's Office initiatives only - all others, see below.** | Custom website may include: page types, design and functionality | $0 | TBD – dependent on type and amount of work. |
| **Standard Page Design and Setup** | Setting up layout options using existing page types for content editors.  Setting up and configuring existing system snippets, components and assets for content editors. | $0 | 1-3 Days |

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| --- | --- | --- | --- |
| **Website Content Additions and Updates – Department and UNit Level** | Website content additions and updates that would normally be done by a unit content editor.  Minimum 1 hour charge in increments of 1 hour. Available to purchase in bulk of 10 hour increments. | $50/hr | 1-3 Days |
| **Custom Page Design** | Development of custom, non-existent page types, snippets, components, assets, CSS, JavaScript, Custom Functionality (back-end, front-end) for a single page.  Custom design does not permit the changing or modification of college web theme or template. All custom work must fall within the college theme and use MSU and college brand standards.  Internal work is billed with an initial 4 hour charge in increments of 1 hour beyond initial 4 hours. | $150/hour for internal work  Custom functionality not able to be provided by NatSci would require development work by Modern Campus - Cost and timeline for this type of work TBD. | TBD based on requirements |

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| --- | --- | --- | --- |
| **Custom Website (ConFerence/Event) – Department and UNit Level** | Development of custom, non-existent page types, snippets, components, assets, CSS, JavaScript, Custom Functionality (back-end, front-end) for a complete website.  Hosting platform and location determined by NatSci Communications and NatSci IT.  Internal work is billed with an initial 8 hour charge in increments of 1 hour beyond initial 8 hours. | $150/hour for internal work    Custom functionality not able to be provided by NatSci would require development work by Modern Campus - Cost and timeline for this type of work TBD. | TBD based on requirements |