CORNELL UNIVERSITY
POLICY LIBRARY

Recording and Registration of Domain Names

POLICY STATEMENT

Cornell University requires the central recording of all domain names purchased with Cornell funds and the registration of those names within the cornell.edu domain or served by Cornell domain name servers.

REASON FOR POLICY

As owner of the Domain Name System (DNS) domain "cornell.edu," and in order to provide a coherent process for the assignment of domain names, the university must maintain a record of its domain name assets and register those names within the cornell.edu domain or hosted on Cornell domain name servers.

ENTITIES AFFECTED BY THIS POLICY

- All units of the university, including the Weill Cornell Medical College regarding the use of the cornell.edu domain only

WHO SHOULD READ THIS POLICY

- All information technology professionals

- Anyone registering or requesting a DNS domain or domain name on behalf of the university

WEB ADDRESS FOR THIS POLICY

www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/information tech/domain.cfm

Policy 5.6

Recording and Registration of Domain Names

CONTENTS

Cornell Policy Library
Volume 5, Information Technology
Responsible Executive: Chief Information Officer and Vice President
Responsible Office: Office of Information Technologies
Issued: April 2, 2004
Last Updated: April 17, 2013

Policy 5.6

Recording and Registration of Domain Names

RELATED DOCUMENTS

University Documents	Other Documents
University Policy 4.10, Use of Cornell Name	CIT Guidelines Regarding Domain Names
University Policy 5.1, Responsible Use of Information Technology Resources	Electronic Communication Privacy Act 1986
University Policy 5.2, Mass Electronic Mailing	The Internet Corporation for Assigned Names and Numbers Guidelines
Policy Regarding Abuse of Computers and Network Systems	

CONTACTS

Direct any general questions about University Policy 5.6, Recording and Registration of Domain Names, to your unit's administrative office. If you have questions about specific issues, call the following offices:

Subject	Contact	Telephone	E-mail/URL
Policy Clarification	Unit Administrator		
	IT Security Office	(607) 255-8421	security@cornell.edu
			www.it.cornell.edu/security/
Computers and Network Systems	Chief Information Officer and Vice President	(607) 255-7445	www.cio.cornell.edu
Security	IT Security Office	(607) 255-8421	security@cornell.edu
			www.it.cornell.edu/security/
Service Concerns	Cornell Hostmaster		hostmaster@cornell.edu

Policy 5.6

Recording and Registration of Domain Names

DEFINITIONS

These definitions apply to these terms as they are used in this policy:

Domain Name	The name that identifies and locates an organization or other entity on the Internet.
Domain Name Server	A computer that provides the underlying technologies responsible for maintaining and providing domain name identification on the Internet. It translates the domain name into the numeric Internet address.
Domain Name System (DNS)	The organized arrangement of domain names on the Internet.
Host	A computer that offers a service or services to Internet users. A "host" can offer a wide range of services to Internet users.
Record	To put into the university database domain names purchased with Cornell funds or non-Cornell-owned domain names that translate to university-owned hosts.
Register	To put into the university database for authorized domain names within the cornell.edu domain or non-cornell.edu domains whose domain name service is provided by Cornell domain name servers.
Review Board for Domain Names	The committee that reviews requests for domain names, consisting of the Vice President for Communication and Media Relations, the Chief Information Officer and Vice President for Information Technologies, and University Counsel.
Unit	A college, department, program, research center, business service center, or other operating unit.
Three-Part Domain Name	A domain name that has three parts: the subdomain name, the second level name, and the top level domain, for example: cit.cornell.edu
Four-Part Domain Name	A domain name that has four parts: the host name, the subdomain name, the second level name, and the top level domain, for example: bigred.cit.cornell.edu
Domain Name Manager	The office that maintains the databases for both recording and registration for domain name requests, and processes requests according to the rules outlined in this policy.

Policy 5.6

Recording and Registration of Domain Names

OVERVIEW

Introduction to this Policy

The university has charged CIT with managing its domain name assets. All domain names purchased with university funds must be recorded, and names within the cornell.edu domain or non-cornell.edu names whose domain name is served by Cornell domain name servers must be registered with the university at www.it.cornell.edu/services/netreg/howto/.

Also, anyone who registers a domain name on the Internet whose name is served by a CIT domain name server must list the CIT Hostmaster (hostmaster@cornell.edu) as the official technical contact.

This policy covers:

- standards for domain names within the cornell.edu domain (regardless of IP address space to which they point);

- non-cornell.edu domain names hosted on Cornell domain name servers;

- non-cornell.edu domain names that translate to university-owned hosts;

- domain names purchased with university funds.

The cornell.edu Domain

A three-part name contains a subdomain name, a second-level name, and top-level domain name, for example: cit.cornell.edu.

Within the Cornell.edu domain, a three-part name consists of the name of a unit or service contained entirely within its unit (the subdomain name) followed by "cornell.edu:"

- the recognized name of a unit, such as cit.cornell.edu;

- a central university wide service entirely contained in a single unit, such as bursar.cornell.edu, or payroll.cornell.edu;

- an exception.

To make a request for ownership of a three-part name, see the "*Procedures*" section of this document. Requests for exceptions will be subject to review by the Review Board for Domain Names.

Exceptions for three-part domain names will be reviewed according to the following criteria:

- many people from different organizations either within or outside the university will use the proposed name;

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Policy 5.6

Recording and Registration of Domain Names

OVERVIEW, CONTINUED

- the name is not easily identified with a single department or unit, or would not easily be identified by people who wish to access the service from outside the university;

- the proposed name is not likely to become ambiguous if used as a first-level domain without unit identification;

- a central unit sponsors and receives the permission of relevant stakeholders of the name throughout the university to deploy a name in service of both the university generally and specific units, for example: Vice President of Communications and Media Relations sponsors with the explicit permission of all relevant stakeholders the name www.visitorinfo.cornell.edu and hosts on that page stakeholder-approved links to all relevant units, departments, or schools.

◆**Note:** Units may create four-part domains within three-part domains that they own. For example, CIT can create bigred.cit.cornell.edu without any permissions adhering to this policy. Units may create their own policies for the creation and assignment of four-part domain names under their specific domain.

Non-cornell.edu Domain Names Served by Cornell Domain Name Servers

Non-cornell.edu domain names whose names are served by Cornell domain name servers may be allowed only if all of the following conditions are met:

- they are for the purpose of legitimate university business;

- many people from different organizations outside the university will use the proposed resource;

- the proposed name is not likely to be confused with the name of a university unit;

- the unit head explicitly approves the name.

◆**Note:** A unit head may delegate the authority to grant permission and to create his or her own unit policy for requesting non-cornell.edu names, but, as a matter of procedure, the unit head must be willing to either submit explicit approval for the name to the domain name manager or formally inform the domain name manager of the office or person in the unit with this authority as a standard practice for the unit for the purposes of processing requests.

To register such a domain name, see the "*Procedures*" section of this document.

Policy 5.6

Recording and Registration of Domain Names

OVERVIEW, CONTINUED

Domain Names Purchased with University Funds

Domain names purchased with university funds that are not within the cornell.edu domain and whose names are not served by Cornell domain name servers must be recorded with the university at www.it.cornell.edu/services/netreg/howto/.

◆**Note:** This policy does not require any permissions or authorizations for domain names purchased with university funds that are neither within the cornell.edu domain nor hosted on Cornell domain name servers. For example, CornellAthletics.com, if purchased with university funds, must be recorded, but need not be registered according to this policy.

To record such a domain name, see the "*Procedures*" section of this document.

Policy 5.6

Recording and Registration of Domain Names

PROCEDURES

Requests for Domain Names within the cornell.edu Domain

1. A requester submits a request for a cornell.edu name at www.it.cornell.edu/services/netreg/howto/.

◆**Note:** This form requires that the requester include the unit head's name.

2. The Domain Name Manager will:

   a. send a notice of receipt to the unit head and request confirmation of the request;

   b. upon verification of the request, evaluate the request according to the criteria listed in this policy;

   c. if the request meets the criteria, approve the request and send notification of this approval to the requester;

   d. if the request is denied, notify the requester of the decision together with reasons for the decision, and provide information for the appeal process, all according to this policy.

◆**Note:** In the case of a request for a three-part name within the cornell.edu domain that connotes a service, and is not the unit's official name, the unit head must also affirm that the service is entirely contained within his or her unit and will not to his or her knowledge conflict with any other service by that name offered within the university.

Appeals for Three-Part Names within the Cornell.edu Domain

1. If the request is denied, the requester may appeal this decision in an electronic mail message to it-policies@cornell.edu for forwarding to the review board. In the subject line field of the message, please state: APPEAL DOMAIN NAME

   An appeal should include the following information:

   - response to the reason(s) for the denial;

   - any special circumstances that support the request;

   - detailed description of how the requester has sought input from all other potential users or stakeholders of that domain name.

2. The Director of IT Policy will submit the appeal to the Review Board for Domain Names. He or she will also receive the board's decision and inform the requester of that decision and any other relevant information within 30 days. No further appeals will be considered after that decision.

Policy 5.6

Recording and Registration of Domain Names

PROCEDURES, CONTINUED

Registration of Non-cornell.edu Domain Names Served by Cornell Domain Name Servers

1.   The requester submits a request for a non-cornell.edu name to be served by the Cornell domain name server at www.it.cornell.edu/services/netreg/howto/.

◆**Note:** This form requires that the requester include the unit head's name.

2.   The University Domain Name Manager will:

   a.   send a notice of receipt to the unit head and request confirmation of the request;

   b.   once approval is confirmed, process the request and inform the requester of the approval and completed application.

Recording of Non-cornell.edu Domain Names Not Served by Cornell Domain Name Servers

1.   Each non-cornell.edu domain name purchased with university funds whose names are not served by Cornell domain name servers must be recorded with the university at www.it.cornell.edu/services/netreg/howto/.

◆**Note:** Only the recording of such a purchase is required; no permission or authorization from the domain name manager is required.

2.   Each non-cornell.edu domain name that translates to the Internet address of a university-owned host must be recorded with the university at: www.it.cornell.edu/services/netreg/howto/.

Policy 5.6

Recording and Registration of Domain Names

RESPONSIBILITIES

The major responsibilities of each party in connection with University Policy 5.6, Recording and Registration of Domain Names, are as follows:

Director of IT Security	Receive appeals for three-part names within the cornell.edu domain.
	Forward appeals to and receive decisions from the Review Board for Domain Names.
	Communicate decisions of the Review Board for Domain Names and relevant information to unit network administrator, within thirty days of appeal submission.
Domain Name Manager	Evaluate requests for three-part names within the cornell.edu domain or non-cornell.edu names served by Cornell domain name servers.
	Notify unit network administrator of approval, denial, or referral of request within seven calendar days.
Review Board for Domain Names	Approve exceptions for three-part names within the cornell.edu domain.
	Where appropriate, review other requests for domain names.
Unit Head	Approve requests for three-part names within cornell.edu domain or for non-cornell.edu domain names served by Cornell domain name servers.
	In the case of requests for a three-part name within the cornell.edu domain that connotes a service, and is not the unit's official name, affirm that the service is entirely contained within his or her unit and will not to his or her knowledge conflict with any other service by that name offered within the university.