

my.newpaltz.edu GROUP DEVELOPMENT POLICY GUIDELINES

The Groups application gives students, faculty, and staff at SUNY New Paltz the ability to create and manage group sites for clubs, workgroups, committees or other affiliations and interests. These sites include features such as chat, threaded discussions, file sharing, archives, news and more. These group sites are only accessible to members who are a student, faculty or staff member at SUNY New Paltz and should not replace your public Web site potentially used to recruit members.

Groups must be authorized and may be established in my.newpaltz.edu only if they meet the general criteria below.

Groups can be Public (open to any subscriber) or Restricted (open to subscribers who meet unique criteria defined by the Group owner).

Features for Groups include announcements, news, photos, links, files, message board, calendar, e-mail, chat, and member list.

General Criteria

1. The Group must be composed of students ("Student Groups"), or faculty and/or staff of the University ("University Groups") and should be used for activities related to University business, organizations, activities or functions, or for general interest.
2. Groups must not promote or support activities that are illegal, that are commercial in nature (unless associated with the University), or that violate the rights of others.
3. Student Groups may be created by official student organizations recognized by the Student Association or registered through the Office of Student Activities. For more information about how to become a recognized student organization, contact the Student Association 845-257-3070 or visit www.newpaltzsa.com.
4. University Groups may be created for recognized groups, clubs, general interest groups, and organizations, as well as work groups and committees, for the purpose of facilitating official University information and /or work on specific projects defined by the University.
5. Group leaders are responsible for maintaining all Group and member content on Group pages in accordance with the SUNY New Paltz Acceptable Use Policy and SUNY New Paltz Web Guidelines. However, group leaders are not responsible for content linked to and/or from group member home pages. Group leaders should review the Acceptable Use Policy and the SUNY New Paltz Web Guidelines for acceptable content.

All group members agree to follow the policies and guidelines stated in the following documents:

- Acceptable Use Policy [<http://acs.newpaltz.edu/policies>]
- SUNY New Paltz Web Guidelines [<http://www.newpaltz.edu/styleguide/web>]
- Student Handbook [<http://www.newpaltz.edu/studentaffairs/regulations.html>]
- Faculty Handbook [<http://www.newpaltz.edu/acadaff/facultyhandbook.html>]

Requesting a Group

Students: The Create New Group request form can be accessed in my.newpaltz.edu by clicking on the "groups" icon. Select 'Create Group' (the third orange tab) to access the Create New Group form. The request must be made by the person who will serve as group leader. Complete all of the required and requested information on the form, and select the category most appropriate for your organization. Once the request is submitted, you will be notified by the Office of Student Activities and Union Services within 5 business days of the status of your request.

Faculty/Staff: To submit a request for creation of a group, log in to my.newpaltz.edu and click on the "groups" icon. Select 'Create Group' (the third orange tab) to access the Create New Group form. The request must be made by the person who will serve as group leader. Once the request is submitted, you will be notified within 3-5 business days of the status of your request.

Lack of Activity

Any Group that has no activity for a six-month period will result in an inactive status setting (i.e., no longer visible in Groups Index).

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