CUNY Graduate Center  
Information Technology  

IT GC Organization Designation Policy  
Effective Date: April 6, 2018

**Directory Orgs**

- To qualify for designation as a Directory Organization, an entity must meet one of the following criteria:
  - Identified as a ‘Dept ID Description’ in the employee listing managed by HR
  - Identified as a GC PhD program
  - Identified as GC Master’s Degree program
  - Identified as a Center or Institute in the primary listing on the GC website
  - Identified as a special exception approved by the IT Director of Systems Services

- **Note:**
  - A sub-entity may be grouped under its parent entity for the purposes of data management, even if it meets one of the criteria above.
  - An entity fulfilling one or more criteria above can be denied designation as a Directory org by decision of the IT Director of Systems Services

- For any Directory Org:
  - The organization is identified in the online Directory found on the GC website
  - A folder on the S-drive is created using the standard naming convention, whereby the folder name is the 7-character IT official abbreviation for the org
  - A departmental GC email address is created, with the 7-character IT official abbreviation for the org used as an alias
  - The organization is identified in the IT Constituent database for ongoing data management

**Secondary Orgs**

- To qualify for designation as a Secondary Organization, an entity must meet the following criteria:
  - Identified as an entity to which GC IT resources are assigned, which for data management purposes must be inventoried and tracked; typical examples include Restaurant Associates, Renaissance Society

- **Note:**
  - An entity fulfilling one or more criteria above can be denied designation as a Secondary org by decision of the IT Director of Systems Services

- For any Secondary Org:
  - The organization is identified in the IT Constituent database for ongoing data management
Neither the organization nor an individual member (unless said member holds another qualifying role relative to the GC) will be eligible for a GC e-mailbox; a GC mail-enabled account may be established upon approval by the IT Director of Systems Services.

Neither the organization nor an individual member (unless said member holds another qualifying role relative to the GC) will be eligible for a GC network file share, except upon specific approval by the IT Director of Systems Services.

Neither the organization nor an individual member (unless said member holds another qualifying role relative to the GC) will be eligible for access to the GC’s Remote Computing environment, except upon specific approval by the IT Director of Systems Services.

The organization will not be identified in the online Directory found on the GC website.

Access to other GC IT services is determined on a case-by-case basis by the IT Director of Systems Services.

Retired Orgs

- Any existing Directory Org or Secondary Org which is deemed no longer suitable for either such designation will be designated a Retired Org, and any residual IT components will be reassigned to a current org or will be decommissioned.