CUNY Graduate Center  
Information Technology  

GC IT Organization Designation Policy  

Updated July 1, 2019  

Primary Orgs  
- To qualify for designation as a Primary 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 in the primary listing on the GC website  
  - Identified as a GC Master’s Degree program in the primary listing on the GC website  
  - 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 Primary org by decision of the IT Director of Systems Services  
- For any Primary Org:  
  - A departmental GC email address is created, with the 7-character IT official abbreviation for the org used as an alias  
  - IT will use the Primary Orgs to identify departmental affiliations for individuals.  
  - GC SharePoint sites are only created with a Primary Org as a sponsor  

Secondary Orgs  
- To qualify for designation as a Secondary Organization, an entity must meet one of the following criteria:  
  - Identified as an entity containing members who require access to HR’s Time and Leave system; typical examples include SoJ, MHC  
  - Identified as an entity to which GC IT resources are assigned, which for data management purposes must be inventoried and tracked, such as Restaurant Associates  
- 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:  
  - 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 for a given individual
Neither the organization nor an individual member (unless said member holds another qualifying role relative to the GC) will be eligible for a GC voice-mailbox, except upon specific approval by the IT Director of Systems Services.

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 Primary 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.