	UNIVERSITY OF DENVER **POLICY MANUAL** **UNIVERSITY COMMON CALENDAR**	
Responsible Department: Information Technology **Recommended By:** Vice Chancellor Information Technology **Approved By:** Chancellor	**Policy Number** IT 1.10.090	**Effective Date** 7/9/2021

I. INTRODUCTION

The Common Calendar is a visual assemblage of events and important dates for the University that are gathered from a variety of sources. Once opened the calendar may be viewed in a number of ways and with filters to limit display of events of interest to the user. The Common Calendar is intended for the use of the DU community and as such is restricted to those with University IT credentials.

II. POLICY OVERVIEW

A. All University entities shall make their events including virtual events available to the Common Calendar. When scheduling software is new or retired, the software administrator shall work with University IT to integrate data with the Common Calendar.

B. University Calendar information is provided by entities responsible for those calendars and where the calendars have been approved by entities with delegation of authority.

C. Calendar descriptions must follow the guidelines provided for such events.

D. All events must follow the guidelines to be made available appropriately on the common calendar.

E. The Calendar will be restricted to those with DU IT credentials (i.e., username and password). Marketing and Communications will maintain a Public Calendar for the University that does not require DU IT credentials, and may make use of Common Calendar entries or add other events as desired.

F. Routine meetings (e.g., academic classes, department meetings, etc.) and private events will not be displayed in the Common Calendar. Information Technology will exclude these when they are identified in a source calendar or as determined in conjunction with calendar administrators.

G. Tentative or proposed events may be identified in the DU room reservation application and will thus appear in the Common Calendar.

H. Cancelled events will be automatically removed from the Common Calendar. Additional changes in event status should be noted in the calendar title or description.

I. In the event of an event cancellation or postponement the event sponsors are responsible for notification of all registered or ticketed attendees.

J. Information and/or links provided on Calendar entries must comply with United States Government Section 508 Standards for accessibility for people with physical, sensory or cognitive disabilities.

K. Units that are sponsoring events with outside speakers should follow the Speaker and Public Events Policy for the University.

III. PROCESS OVERVIEW

A. Preferences and supporting documents (Hyperlinks)

1. Common Calendar Guidelines
2. Speaker and Public Events Policy

IV. DEFINITIONS

None

Revision Effective Date	Purpose
7/9/2021	Minor revisions