



Academic Computing Laboratory Courseware Installation and Removal Policy

Applies To:	All	Policy Number:	ITS-0012
Issued By:	Director of ITS	Policy Version Number:	
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Policy

Requests for courseware installation must be submitted with:

- original media
- original license for all computing lab computers
- installation instructions

Requests are to be submitted to the Academic Computing Lab Manager according to the following schedule:

Term I	Due August 1
Term II	Due the Wednesday before American Thanksgiving
Term III	Due April 1

Failure to provide any of the required items may result in the denial of installation of courseware until all items are received on or before the next due date.

Ample lead time is required to build the image, test the products and distribute the image to all Academic Computing Laboratories. These are very hard deadlines!

Original media, original license and installation instructions will be stored in the central ITS software library while the product remains in use within the Academic Computing Laboratories.

Requests for courseware removal are due according to the same schedule as above.

For courseware products that have a license expiration, failure to provide up-to-date licensing will result in the automatic removal of the product.

Courseware products without license expiration will be kept in the image from term-to-term.