

Policy: CAD Computer Lab Software Policy

Software Request Process

All new software requests, for lab installations in support of course curriculum, must be made at a **minimum of one (1) semester in advance** of requested installation date. This policy does not include automatic updates. Any questions about existing software contact: CADTech/CAD Operations.

The requests are submitted via email from the Program Director to the School Director. The email must contain the following information:

1. Briefly outline the reason for the requests
2. List the courses that would use the software
3. List the labs where the software would be installed
4. List of faculty who would need the software

After the request is vetted and approved by School Director the request will be sent to CADTech through the ticketing process by the Program Director, including email approval from School Director.

CADTech/CAD Operations will vet legal requirements, purchasing suggestions (including number of seats to purchase) and assess any hardware requirements that might be needed in support of it. Will test software installation (if possible) and evaluation of whether the software will work in our environment.

CADTech will communicate their findings and suggestions to the School Director within a reasonable time frame, which may include an unable to support response.

If approved by CADTech/CAD Operations and the School Director, the software purchase will proceed.

Pre-existing/Current Software Updates Process

CADTech/CAD Operations monitors existing software for updates. Specific software update requests must be made as soon as possible.

Any exception to this policy must be vetted and brought to CADTech/CAD Operations by the School Director.