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| **SOP:** |  | **New Software Requests for Student Laboratories/Remote Lab** |
| **DATE:** |  | January 28, 2015 |
| **PURPOSE:** |  | The purpose of this Standard Operating Procedure (SOP) is to establish procedures for the request of new software for use at the College of Engineering (WCOE). |
| **REVIEW:** |  | This SOP will be reviewed on an annual basis by the Director of Engineering Computing Services and the WCOE Dean with revisions made as necessary. |

**PROCEDURE**

WCOE Engineering Computing Services is responsible for operating and standardizing all computing resources in use in the college for academic purposes, ensuring compatibility and interoperability for all software and computing environments, and providing technicians for equipment/software maintenance and warranty enforcement.

1. All faculty/staff employees, students, and other authorized users are responsible for complying with this policy on New Software Requests.
2. Engineering Computing Services will provide testing, validation, and deployment of any new application required for academic purposes.
3. Requests for new software deployment for research purposes will not be handled by Engineering Computing Services.
4. All requests for new software shall be made to Engineering Computing Services by emailing support.coe@ttu.edu.
5. The following information is required for any new software request:
	1. Name of software
	2. Name of requesting department
	3. Number of students using software
	4. Number of licenses purchased
	5. Intended location for use of software
	6. Intended purpose of software
6. New software deployments will be performed based on the following schedule:
	1. All requests must be submitted no later than 30 days before the end of the current term.
	2. Requests that meet this deadline will be tested, deployed, and validated by the first class day of the following term (excluding summer terms).
		1. Software requestor will be required to assist in validating proper functionality of software before final deployment.
	3. New software will not be installed for academic purposes outside of this schedule.

**IMPORTANT DATES**

April 3, 2015 – Last day to submit requests for Fall 2015

August 24, 2015 – Software requested will be available for students

November 2, 2015 – Last day to submit requests for Spring 2016

January 21, 2016 – Software requested will be available for students

April 8, 2016 – Last day to submit requests for Fall 2016