1. System Regulation

The use of licensed commercial software is governed by System Regulation 21.99.10. The following are the University's procedures for complying with these regulations.

2. Requirements and Restrictions

2.1 All computer software under the control of and use by the University must be appropriately licensed. The licensing agreement will be maintained in the department using the software.

2.2 Software that is used on Campus Net servers or the University mainframe computer will be maintained by the Information Technology Services Department.

2.3 No computer software may be copied by any University employee unless the licensing agreement specifically approves of such and the person or department holding the license approves.

3. Compliance Monitoring

3.1 Each department head, director, dean, and vice president is responsible for ensuring that an annual inventory of the software on the computers in their respective units is conducted.

3.2 In the event that non-licensed software is identified on a University computer, the following corrective actions must be taken:

   a. Remove the non-licensed software from the computer immediately.

   b. Counsel staff member regarding the System Regulation and University procedures regarding the use of licensed software.

   c. Ascertain the need for the software package to conduct official University business. If the software is needed, take appropriate steps to purchase a licensed copy of the software.

Contact: Vice President for Finance and Administration