

Memo To: All UH-Downtown/PS Holders
From: William Flores, President
Subject: Academic Computing Services

UH-Downtown/PS 08.A.05
Issue No. 2
Effective date: 05/20/2015
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1. PURPOSE

The purpose of this PS is to establish policies and procedures which govern Information Technology support services for academic computing services.

2. DEFINITIONS

There are no definitions associated with this policy.

3. POLICY

- 3.1 Information Technology administers the central academic computing labs and publishes procedures and policies that govern the access and use of the labs. Information Systems may also administer or jointly operate with academic colleges a number of satellite labs on campus. Regulations for Using Academic Computing Facilities and Resources may be found in the References section of this policy.
- 3.2 Requests for hardware, software or support resources may be referred to the Director of User Support Services for review and recommendation. This includes, but is not limited to, electronic classroom and satellite lab support, requests for additional support in the academic computing lab, new software and hardware installation, research support, additional training, new product review requests and additional resources to support curriculum changes.
- 3.3 Academic grant proposals which may result in significant information systems support must be reviewed by the Chief Information Officer. Information Technology will assist the academic departments in incorporating procedures within their grant review process to notify the Chief Information Officer.

4. PROCEDURES

- 4.1 A copy of this policy and [PS 08.A.04](#), Computer Access, Security, and Use Policy, are distributed with all new computer account requests.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party: (Reviewer): Chief Information Officer

Review: Every three years on or before May 1st.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 03/23/94

8. REFERENCES

[Regulations for Using Academic Computing Facilities and Resources](#)

[PS 08.A.04](#)