

29.01.02.R0.01 Use of Licensed Commercial Software
Approved December 19, 2011
Next scheduled review December 19, 2016



Procedure Statement

Texas A&M University-Commerce abides by system policy and system regulation with regard to information resources, including software, computers, and networks.

Reason for Procedure

This procedure defines university use of computer software.

Procedures and Responsibilities

1. Texas A&M University-Commerce shall provide a sufficient number of licensed copies of software such that employees can fulfill their responsibilities in an expedient and effective manner. Each department may make appropriate arrangements with the software vendor(s) for additional licensed copies, if needed, for business activities, subject to the president's delegation of authority for contract administration.
 2. Software not licensed to the university shall not be installed on university-owned systems, networks, or computers unless approved by the department manager or Information Technology (IT). IT or departmental administrator(s) will remove such unlicensed software unless the user can provide a license or authorization.
 3. Licensed software may only be copied and used to the extent permitted under the license.
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Related Statutes, Policies, or Requirements

System Policy [29.01 Information Resources](#)

System Regulation [29.01.02 Use of Licensed Commercial Software](#)

Supersedes university rule [21.99.10.R1 Use of Licensed Commercial Software](#)

Contact Office

Chief Information Officer, 903.886.5550

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