

## Software Request Form

Please complete this form and submit to Mark Gold in ITS who will immediately convene the appropriate divisional technology committee.

Name: .

Department:

**Do you want to (check as many as applicable):**

1. Introduce new software.
2. Retire software.
3. Request support for research proposal that includes new software tools.
4. Upgrade existing software.

**Please answer all:**

Will your faculty need training on software?

Will software be used for specific courses?

How many sections will be offered?

How many students will be using the software?

Cost of software?

How is this a significant departure from current tool?

How will new software will be assessed?

Other faculty who might use software?

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Signature, Date

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Signature of Chair of the Department