

CLAREMONT McKENNA COLLEGE
Policy Library

Volume X:	Information Technology Services
Chapter Workstations:	Standard Workstation Hardware and Software Configuration
Approved by:	Administrative Computing Committee (ACC)
History:	Issued: 08/01/99 Updated: 10/11/99, 10/20/00, 07/01/01, 07/01/02, 10/21/03, 10/12/04 Reformatted/Revised: 12/14/2009
Related Polices:	Backup and Recovery of User Files on Network Servers, Department Technology Budget Upgrades, Faculty Technology Budget Upgrades, Purchase of Obsolete Workstation from the College, Replacement Cycle of Workstations, Staff Upgrade Budget, Standard Faculty and Staff Workstation Screen-Saver Policy, Standard Staff Printer Hardware Configuration, Standard Workstation Hardware Configuration Details Standard Workstation Software Configuration Details
Additional References:	N/A
Responsible Official:	Office of Information Technology Services

I. POLICY STATEMENT

- To establish standard configuration of hardware and software on workstations purchased by Claremont McKenna College.

II. ENTITIES COVERED BY THIS POLICY

- This policy covers all hardware and software purchased for faculty, staff, and research use at Claremont McKenna College on College owned workstations.

III. CONTACTS

Direct any questions about this policy to your department's supervisor. Questions about specific issues may be addressed to:

Subject	Contact	Telephone¹
Standards Workstation Hardware and Software Configuration	Chief Technology Officer	71553

IV. DEFINITIONS

When needed, workstations are provided to members of the faculty and staff at Claremont McKenna College in order that they can perform tasks in support of the mission of the college. In order to ensure that flow of information between all parties is as smooth as possible, a standard hardware and software configuration is essential. The configuration will be based on current technology combined with the needs of the college.

Claremont McKenna College will not install any software on workstations until it is determined that it is absolutely needed to accomplish the mission of the College. Claremont McKenna College will not install any beta software on production machines.

These standards will be re-evaluated regularly.

For current specifications please see: [Standard Workstation Hardware Configuration Details](#) or [Standard Workstation Software Configuration Details](#).

V. EXCEPTIONS

1. Upgrades or laptops may be requested in place of a standard workstation. Such requests must be approved by ITS. In the case of a faculty member, they may directly request upgrades or laptops. Staff will obtain the approval of the department supervisor followed by approval by ITS. The requestor will pay additional costs from a CMC account with the approval of the Treasurer's office.
2. If a requester wishes to have a workstation or laptop other than the specified equipment, ITS will work with the requester to determine the specific need and the resulting upgrades will be paid for by a CMC account with the approval of the Treasurer's Office.

¹ Numbers refer to on-campus extensions. When calling from an off-campus line, please dial (909) 62+extension for numbers beginning with a "1" and please dial (909) 60+ extension for numbers beginning with a "7."