I. **POLICY:**
This policy sets forth the Division of Student Affairs' policy with regard to the replacement of the primary computer assets.

II. **Purpose**
The purpose of this policy is to establish a computer replacement cycle that will:
- Provide appropriate computing resources to departments in support of the mission of the institution
- Assure that staff have a computer of sufficient capability to fulfill his/her responsibilities
- Implement minimum standards for computing equipment in Student Affairs so equipment can support current software updates and operating systems
- Encourage planning, cost-effective installation of new equipment and disposal of old equipment
- Maximize cost savings by purchasing computers in bulk when available
- Manage the cost to support technology. Older computers cost more to support

III. **Scope**
This policy applies to all primary computer assets purchased with University funds, within Student Affairs, and managed by Student Affairs IT staff.

IV. **Definitions**
Primary Computer Asset: The asset designated as the primary computer/laptop assigned to an individual.
Replacement lifecycle: The life of a computer asset from purchase through replacement.
Dual monitor support: While every desktop we purchase is capable of driving two displays, monitors used in this configuration should always be purchased in pairs. Adding a second new monitor to an older, existing display will result in mismatched color, brightness and/or increased eye strain.
Direct replacement: It's common practice to replace a desktop with a desktop, laptop with a laptop, etc. If a user has a laptop that is always connected to a docking station, they may be better served with a desktop. A user who only needs their laptop for attending meetings may be better served with a tablet, etc. Please reach out to Student Affairs IT Services to request a technology needs consultation before the purchase is made.

V. **Hardware Platforms**
In order to contain costs, realize maintenance, and support efficiencies the UWM community is provided with a list of approved computer systems from Dell and Apple. The hardware standards are developed by an ad hoc committee composed of IT professionals from academic and administrative units. The committee is charged with reviewing computer hardware options available to UWM and recommending hardware configurations that meet the features and functionality required by the University and fit into a 5-year replacement cycle. Approved standards become part of various campus websites used to acquire computer hardware.

VI. **Replacement Terms**
- Computers are replaced every five years, a duration that corresponds to industry benchmarks for the useful life of a computer, laptop and desktop, per the world's leading technology research and advisory company, Gartner.
- Computers are purchased once a year (spring), centrally through Student Affairs IT Services and distributed to departments over the summer (June-early August).
  - Exceptions to the above include new positions with no available computer, job duty changes requiring different hardware, etc.
- Departments will budget for the ongoing replacement of computers within the replacement plan.

- One primary, university-owned, computer per individual will be part of the replacement plan unless the department head approves multiple devices for a particular individual.
- Generally brand new positions will get a new computer, including mouse, keyboard and monitor(s). Laptops might include a docking station, if needed.
- Generally new staff replacing current staff inherit the computer of the former staff they are replacing.
- Replacement computers include only the computer, mouse and keyboard. Laptops include only the laptop.
- Monitors and other peripherals are not part of the 4-year replacement cycle and need to be purchased by the department when needed in consultation with Student Affairs IT Services.
- All IT Services managed computers are maintained in a central inventory. At the time a computer enters the inventory the replacement cycle is designated.
- Replaced equipment is either cleaned of all information for recycling or used for parts and taken out of inventory.

VII. **Special requests**

Any special hardware requests are best accompanied by a brief description of how the workstation is being used. For example, a computer running AutoCAD may be better served by adding a video card rather than adding more RAM. These descriptions help us find the right mix of technology to fit your needs

VIII. **Grant-Funded Equipment**

Individuals pursuing grants for computing equipment should discuss their plans with SAITS as part of the budgeting process. Equipment acquired under grants will enter the inventory and be upgraded on a regular replacement cycle only if part of the application for the grant.

IX. **Request for Exceptions to the Replacement Process**

In some situations, users may be required to run special software or perform unique tasks as part of their assigned job duties, and may need a computer with more memory, a faster processor, a larger hard disk, etc. Departments may request that their workstation be evaluated to determine an appropriate upgrade path. SAITS may recommend additional memory, a larger hard drive, or possibly a newer workstation. The user's department will pay for system upgrades or a newer system.

Please contact the Director of IT Services to request an exception to the standard replacement plan.