



**Campus Administrative Policy**

**Policy Title: Site License Policy and Procedure**

Policy Number: 5009                      Functional Area: Information Technology

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Effective: October 27, 2014  
Date Last Reviewed: March 1, 2019  
Date Scheduled for Review: July 1, 2026  
Supersedes: N/A

Approved by: IT Cabinet (See Note 1 Below)

Prepared by: Office of Information Technology  
Reviewing Office: Office of Information Technology  
Responsible Officer: Chief Information Officer

Applies to: CU Anschutz  
CU Denver

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**A. INTRODUCTION**

A site license is a type of software licensing agreement that grants the purchaser permission to use the software on a network on a single site, with an unlimited number of end users. Usually this type of license allows you to copy and use the software on multiple computers at one site and is more expensive than purchasing a single copy but less expensive than purchasing a copy for each computer at the site. There may be a maximum specified number of simultaneous end users.

The University of Colorado Denver | Anschutz Medical Campus employs many types of software. Some are used by a small number of users in specific departments, schools and colleges for specialized needs and others are used across the organizations by many users. For that software that are used widely enough, it may be less expensive to purchase a site license for everyone in the organization to use instead of purchasing Individual licenses at the department, School, or college level.

**B. POLICY STATEMENTS**

Site licenses must be approved by the IT Cabinet prior to purchase and implementation. The Office of Information Technology (OIT) is responsible for administering and maintaining site license contracts.

## **D. PROCEDURES**

To secure a site license for a specific software, those parties interested in establishing a site license shall generate and submit a proposal to the Chief Information Technology Officer (CITO). The CITO will review and make an initial determination as to the feasibility of implementing the site license. The CITO will make a recommendation based on budget, capability, and value of implementing the site license and submit their recommendation along with the proposal to the IT Cabinet for consideration and final decision.

The proposal must include a justification for the site license as well as a “business case” outlining the costs and overall benefit to the University. The IT Cabinet will consider the overall value of the site license to the University. Costs will be a major consideration but will not be the only consideration.

Please direct any questions to IT Cabinet related decisions and policies to the Chief Information Technology Officer and the Office of Information Technology.

### **Notes**

1. Dates of official enactment and amendments:  
IT Cabinet: Both Chancellors, Provost, Both CFOs  
October 27, 2014: Adopted by IT Cabinet  
January 18, 2019: Modified  
March 1, 2019: Reviewed
2. History:  
  
January 18, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, format, and University branding updated by the Provost’s office.  
March 1, 2019: Reviewed, still valid, no changes.
3. Initial Policy Effective Date: October 27, 2014
4. Cross References/Appendix: N/A