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**Academic Technology Review Form**

Complete this form **before** your school or college purchases/adopts new academic technology that is beyond what the University currently provides and supports. A committee of representatives from Mercer IT and the Provost’s Office will review your submission and provide recommendations.

**Contact Information**

|  |  |
| --- | --- |
| Date: |  |
| School/College: |  |
| Program: |  |
| Submitted by: |  |

**Technology**

|  |  |
| --- | --- |
| Name of Technology |  |
| Type of Technology | Choose one:[ ]  Application[ ]  Hardware[ ]  Other Explain: |
| Is the technology specific to a discipline? If yes, which discipline? |  |
| Vendor |  |
| Free or commercial? |  |
| If commercial, what is the quoted price? | *Attach your quote to this form.*  |
| Annual or multi-year contract? |  |
| Number of Student Users |  |
| Number of Faculty Users |  |
| Anticipated Implementation Date: |  |
| Who will manage the application or hardware? |  |
| Have you consulted with IT? If yes, explain. |  |

**Submit this completed form by with your attached quote to** **provost@mercer.edu****.**

The review committee meets the first week during September, November, January, March, and July. All submissions are due on the first day of the month.

* If you are submitting a curriculum proposal, you must submit the committee’s review of this request to the Distance Learning Committee.
* The Committee’s review of new academic technology for existing programs will be sent to the Dean and/or Provost for approval.