

Guidelines for Creating Laptop Requirements or Recommendations for Students

When a department, program, or college seeks to create a requirement that its students must own or have access to laptops, a proposal to do so must be approved by the SVCAA and the Chancellor.

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Proposal Guidelines:

Requirements or recommendations may not endorse a particular manufacturer. Instead they should spell out system and software specifications.

A proposal must include:

- A letter of support from appropriate student advisory boards.
- A rationale for the requirement or recommendation, including details on the relationship between the requirement/recommendation and the curriculum. (Note: No policy may require a laptop for a single course. The requirement or recommendation must tie in with the program curriculum.)
- Alternatives for students who cannot meet the laptop requirement.
- A clear statement informing students that they may use their own equipment as long as it meets the specifications—and indicating who can assist students in determining whether their equipment does meet specifications or could be upgraded to do so.
- A statement about how and when the new/revised policy will be communicated to students. (Such policies must be communicated in timely fashion and must appear on the appropriate program website.)
- Hardware specifications:
 - CPU
 - Display
 - RAM
 - Storage
 - Disk drives
 - Video card
 - Ethernet connection speed
 - Wireless connection speed
- Software specifications:
 - Operating system
 - Applications

- Any additional required hardware.
- Any optional hardware or software.

A proposal may also include information about the UNL computer store and discounts available there, but it must also make clear that students are free to buy from outside online or brick-and-mortar vendors.

For an example of a program laptop requirement, see:

http://landscapearchitecture.unl.edu/computer_policy.shtml

Approved May 2009.