



ITS POLICIES AND GUIDELINES

CATEGORY: Information Technology
STATUS: Approved

POLICY TITLE: Student Printing Allocation Policy

POLICY PURPOSE:

Students are provided a funding allocation to be used for printing to the network printers in most computer classrooms, computer labs and residence halls, and this printing account must be managed in order to plan appropriately for printing on campus.

APPLIES TO: All Truman State University students

CONTENTS: Print Allocation
Print Management
Increasing the Allocation
Printing Costs

POLICY STATEMENT:

Print Allocation - Students are allocated \$25 in electronic printing funds from the University at the beginning of each of the fall, spring and summer semesters.

Any unused electronic printing funds will carry over from semester to semester until just before the start of the next fall semester. At the start of the Fall academic year all student electronic printing accounts are reset to a value of \$25. There are no refunds for any unused electronic printing funds, and printing funds may not be transferred from one student to another student.

Example: \$25 in print funds is allocated at the beginning of the Fall semester. A student uses \$15 worth of printing that semester. Then \$25 more is added to that same account at beginning of the Spring semester which results in a total of \$35 left for the spring semester.

Print Management - Printing to the assigned network printers is managed with a Printer Accounting System. Students may check on their electronic printing balance covering the last 30 days at:

<https://tp1.truman.edu:2941/webtools/index.html>

Increasing the Allocation - If desired, additional printing funds may be purchased from the Cashier's Office in McClain Hall or online at <https://secure.truman.edu/its-s/printaccount/login2.asp>. As there are no refunds on printing and the funding can not be transferred, students must use their funds before the start of the next fall semester.

Printing Costs

Black and white laser prints are 10 cents per page.

Color laser prints are 50 cents per page.

Duplex pages are 7 cents per page or 14 cents per sheet.

NOTE: Due to the large print volume in PL312 and VH2000, banner cover sheets are used between print jobs and there is a charge for these banner sheets.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

Any exceptions to this Policy must be approved in writing by ITS (see contact information below).

CONSEQUENCES:

By failing to abide by this policy or policy procedures, individuals may be subject to sanctions, up to and including the loss of computer or network privileges, disciplinary action, suspension, termination of employment, dismissal from the University, and legal action. Some violations may constitute criminal offenses under local, state, and federal laws. The University will carry out its responsibility to report such violations to the appropriate authorities.

CONTACTS:

Responsible Executive: Provost and Vice President for Academic Affairs
Responsible Office: Information Technology Services
Contact: Chief Information Officer
111 McClain
660-785-4163

APPROVED BY: Truman State University President

APPROVED ON: 2011/02/03

EFFECTIVE ON: 2011/02/03

REVIEW/CHANGE HISTORY: 2008/10/01, 2009/11/01

REVIEW CYCLE: As Needed

DEFINITIONS:

RELATED DOCUMENTS:

KEYWORDS: