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 $5 in electronic printing funds from the University at the beginning of each of the Fall and Spring semesters.

Any unused allocated electronic printing funds will carry over from the Fall to the Spring semester. Any funds the student has personally added directly to their account will carry over and can be used throughout the following Summer semester.

At the start of the Fall academic year all student electronic printing accounts are reset to a value of $5. There are no refunds for any unused electronic printing funds, and printing funds may not be transferred from one student to another student.

Print Management - Printing to the assigned network printers is managed with a Printer Accounting System. Students may check on their electronic printing balance using the Printer Accounting System.

Increasing the Allocation - If desired, additional printing funds may be purchased from the Cashier's Office in McClain Hall. Students can also go online to add additional funds to their account. As there are no refunds on printing and the funding cannot be transferred, students must use their funds before the start of the next Fall semester.

Printing Costs
Black and white laser prints are 8 cents per page, or if duplexed, 10 cents per sheet (5 cents per page).
Color laser prints are 45 cents per page.

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: 2018/04/11

EFFECTIVE ON: 2018/04/11

REVIEW/CHANGE HISTORY: 2008/10/01, 2009/11/01, 2011/02/03

REVIEW CYCLE: As Needed

DEFINITIONS:

RELATED DOCUMENTS:

KEYWORDS: