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COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## **Student and Pennsylvania Resident Printer Paper Use Policy**

### **Policy Number: PRP 3410**

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised 6/20/29 by the IT Subcommittee

Responsible Office: University Office of Technology

### **1. Purpose**

The University seeks to achieve maximum cost-effectiveness and waste reduction when providing printing privileges to students enrolled at the University and Pennsylvania Residents using our services.

### **2. Scope**

This policy applies to all students enrolled in Commonwealth University.

### **3. Definitions, Roles and Responsibilities**

3.1. Printers are provided for students enrolled at the University at various locations. Printers are available in the libraries for residents of the Commonwealth of Pennsylvania with borrowing privileges. The Office of Information Technology is responsible for maintaining approved University printers.

#### **3.2. Roles and Responsibilities**

3.2.1. The Office of Information Technology is responsible for maintaining approved University printers.

### **4. Policy**

Each student at Commonwealth University is given a set allowance of printer paper funds each semester determined by the University's Office of Technology and approved



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by the Information Technology Sub-committee. A student can print as many pages as needed up to that limit at no charge, using any of the designated printers on campus. Students who print more than their allocated amount in a semester will be billed at the going rate also determined by the University's Office of Technology and approved by the Information Technology Sub-committee. Information regarding the set allowance of printer paper and billing rate above the allowance will be posted on the University Office of Technology's website. This policy also applies to any Pennsylvania resident who uses the computers and printers in any of the Commonwealth University libraries.

### **5. Procedures, Standards, and Guidelines**

- 5.1 Students using more than their allocated amount, in a semester, will be billed at the going rate as determined by the Office of Information Technology and approved by the Information Technology sub-committee. Any Pennsylvania resident, using the computers and printers in any University libraries will be assessed at the same going rate.

### **6 Compliance and Enforcement**

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

### **7. Additional Information**

#### **7.1 Supporting Documents**

7.2 N/A

#### **7.3 History**

7.4 Originally Issued by Dr. James E. Mackin, Provost and Vice President for Academic Affairs, 9/2006

7.5 2/1/2006 by Council of Trustees.

7.6 Revised - 6/20/24 by the IT Subcommittee

7.7 Next Review Date - 6/20/29



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**7.8 Related Policies**

N/A

**7.9 Contacts for Additional Information and Reporting**

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