



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Student and Pennsylvania Resident Printer Paper Use Policy

Policy Number 8-04

Commonwealth University of Pennsylvania

Endorsed by the University Senate on 11/14/24

Issued as Policy 8-04 by President Bashar W. Hanna on 12/12/24

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 Endorsed by the University Senate on 11/14/24; Issued as Commonwealth University Policy 8-04 on 12/12/24 by the Office of the President.

7.7 Effective Date – 12/12/24



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7.8 Related Policies

N/A

7.9 Contacts for Additional Information and Reporting

Office of Technology, Commonwealth University, 570.389.3919