


Student Printing Policy

Policy Number	ITS-004
Effective Date	November 1, 2019
Responsible Office / Person	CITS
Related Policies	
Additional History	This policy updates ITS-004 dated July 1, 2000 LIB-015 is superseded by this policy

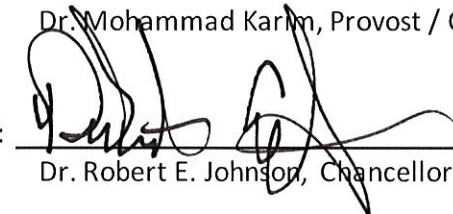
- I. *Policy Statement:* The University of Massachusetts Dartmouth holds students accountable for their print usage.
- II. *Purpose:* The Student Printing Policy aims to reduce toner and paper waste by requiring print jobs to be released and eliminating scrap prints.
- III. *Procedures:* Every semester, each student is loaded a print allotment onto their UMassPass. Students send their print materials to a print management queue. Then the students release the materials by swiping their UMassPass for printing on one of the student print stations across campus. The print allotment will be reduced by the number of printed pages.
- IV. *Responsibility:* Computing & Information Technology Services (CITS) has overall responsibility for implementation of this policy.
- V. *Attachments:* For more details about printing allotment and printing locations see <https://www.umassd.edu/cits/printless/>
- VI. *Approval:*

Approved:  _____ Date: 11/7/19

David Gingerella, VCAF

Approved:  _____ Date: 11-14-2019

Dr. Mohammad Karim, Provost / COO

Approved:  _____ Date: 11/7/19

Dr. Robert E. Johnson, Chancellor