

Policy: Student Printing Policy

Effective: May 21, 2012

Policy Statement: Chattahoochee Technology College provides printing resources in support of research and education with the use of computers and other instructional devices. To become more environmentally friendly, Chatt Tech imposes printing limits on materials printed by students. Student printing accounts will be credited with a limit of 500 prints, and will be reset at the end of each semester.

Policy Descriptor:

Guidelines

To eliminate excessive/abusive printing and become more environmentally friendly Chatt Tech will implement printing limits on the printers for lab computers and public access. All actively enrolled Chatt Tech students will have a printing account.

- Student printing accounts will be credited with a limit of 500 prints for each semester.
- All print quotas will expire and be deleted from the system the day after final exams each semester regardless of the account balance. There will be no carry over to the next semester since each students account will be reset.
- Each page sent to the printer will debit your account by 1 page. Students who exceed their print limit will be required to print course work or materials “off campus”.
- Chatt Tech guest and public accounts will have limited printing capabilities in the Libraries, Success, and Career centers.

Students’ print accounts will be tracked through a central database. When a student prints, a pop-up on their Windows System Tray will inform them if it has been sent successfully and their remaining balance. The students must be sure they have enough print credits in their declining balance to print.

Fees

Currently, there are no fees associated with a student’s printing limits, and no mechanism to purchase additional prints. Limits are ONLY reset at the end of each semester.

Penalties

Violations of these policies incur the same types of disciplinary measures as violations of other Chatt Tech policies or state or federal laws, including criminal prosecution.

Approving/Recommending Entity and Approval Date:

Chatt Tech

Academic Affairs Committee

05.03.2012

Administrative Services Committee

05.08.2012

Student Affairs Committee

05.14.2012

Leadership Team

N/A

CAM Steering Committee

N/A

Executive Council

05.14.2012

Board of Directors
College President
Other

N/A
N/A
N/A