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Purpose

Framingham State College recognizes that students need to print paper documents as part of academic work. The College also recognizes its responsibility to promote responsible use of the network printers on campus, and the conservation of shared resources. The purpose of this policy is to clarify the extent of print services available to students, and to describe measures put in place to reduce waste and control costs. This policy is designed to minimize unnecessary printing, while providing flexibility to handle exceptions, in order to maintain a balance between satisfaction with print services and prudent conservation.

Policy Statement

Each student attending Framingham State College is allowed to print 350 pages per semester, and 100 pages per Intersession and Summer session, using available print services in labs, classrooms and other public access locations at no additional cost. This policy applies to all Framingham State College students.

Allocation Balances

Allocation balances will not roll over from semester to semester during a given academic year, beginning with Summer sessions, and will not carry forward to the next year.

The allocation balances will be carefully monitored, and changes will be made based on the data collected to make the system work better and to promote student satisfaction.

Increase Authorization

If a student exceeds their allotted amount of pages for printing, they should speak to the Student Support Supervisor located in Hemenway Hall room G17. Additional printing needs will be assessed on an individual basis. Increases to printing allocations will only be given when a serious need is present if there has been arrangements made for certain classes per the request of the instructor.

FAQs

Answers to commonly asked questions related to this policy are provided on the [Frequently Asked Questions](#) Web page.

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Approved By: Dale Hamel, Executive Vice President of Finance Administration and Technology