



Opportunity Lives Here

Southern Virginia Higher Education Center Policy

Policy # 5103

Policy Title: STUDENT PRINTING POLICY

Responsible Oversight Director: Chief Finance and Operations Officer (CFOO)

Date of Current Revision or Creation: August 10, 2009

A. PURPOSE

The Southern Virginia Higher Education Center (SVHEC) provides printers for student educational printing purposes and this policy provides guidelines or parameters for student printing purposes.

B. AUTHORITY

[Virginia Code Section 23-231.24-29](#), as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

D. SCOPE

This policy applies to all colleges and universities offering programs and courses at the SVHEC and those agencies offering services to students of the SVHEC. SVHEC policies and procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. SVHEC policies are located on the website, <http://www.svhec.org/svhec-policies>.

E. POLICY STATEMENT

1. **Students will be limited to printing 30 pages per week.** Students will have a rollover of unused pages from one week to the next. The maximum unused pages that can accumulate will be 90. If a student prints 30 pages each week, then he/she will have a new 30 pages the next week.
2. **Students may not print more than 2 copies of a print job.** This will prevent students unintentionally sending a job to the printer multiple times.
3. **A student's print job cannot be more than 20 pages in length.** This will prevent unintentional printing of large jobs. If a student does have a 15 page paper to print they can print pages 1-10, and then pages 15-20.

If a student has a concern, at any time, about his/her education being negatively impacted by the new limits, that student is asked to share his/her concern with Patty Nelson, SVHEC Chief Finance and Operations Officer. Mrs. Nelson's office is located on the first floor in the Executive Office Suite across from Childress classroom. You may also contact her via email at pattynelson@svhec.org.

4. **Students must bring paper for their print jobs.** Printers and printer cartridges are provided.
5. **Rollover means printing more than 30 pages in one week.** If a student didn't print 30 pages the week before or you have accumulated more than 30 pages from previous weeks, he/she may print the accumulated amount in one week. The next week he/she would have the standard 30 page allotment.

Students have special project or paper due and need to print more than 30 pages. Students should contact SVHEC Chief Finance and Operations Officer if he/she has questions or concerns about the printing policy limiting ability to complete assignments or to progress in class. Mrs. Nelson's office is located on the first floor in the Executive Office Suite across from room Childress classroom. You may also contact her via email at pattynelson@svhec.org.

6. **Does student technology fee pay for printing?** The technology fee pays for Internet access. Software updates, up-to-date network infrastructure, wireless student network, and 250+ computer upgrades. While the technology fee helps with these costs, it falls far short of covering all of them.

F. RELATED INFORMATION

¹Procedures are not a part of the policy document. They are maintained separately.

POLICY HISTORY

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

Patricia M. Nelson
Responsible Oversight Director's Signature

07/01/2013
Date

Executive Director – Provisional Approval of Policy:

Betty H. Akers
Executive Director's Signature

07/01/2013
Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

Board of Trustee – Approval of Policy:

Chairman's or Designee's Signature

Date

Policy Revision Dates: March 11, 2014

Scheduled Review Date: March 2019