**Mass Communication Department Policy**

**Student use of Department Color Printer**

It shall be the policy of the Mass Communication Department to be fiscally responsible in the management of department resources.

**Policy on Student use of the Department Color Printer**

Student use of the department color printer will be limited to students actively enrolled in the following courses and printing materials for those courses:

- MCOM 175 Computer Applications
- MCOM 275 Publication Design
- MCOM 360 Advertising Copywriting
- MCOM 362 Advertising Design

Exceptions must be approved by the department chair, and those requests must be submitted by faculty and/or adjunct.

Use of the color printer will only occur:

1) During the regularly scheduled class time of the specified courses above –OR–
2) During a specific time scheduled by the individual instructors of the courses above

Printing will be monitored by the instructor whose students are printing whether during class or at a separate scheduled time. Each instructor is responsible for his/her class and section, and will not provide access to the printer for any student to use outside his/her specified times.

This policy will be posted on the outside of the color print room. Faculty will be responsible for alerting students to the policy.

This policy will become effective as soon as the department approves it and will be reviewed in one year to assess cost savings as well as effectiveness.

*Approved Sept. 3, 2008*