



Policy #UCM007: Sustainability and Paperless

Recommended for Approval by:

Kelly Repinski

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Vice President for University Communications and Marketing

Approved by:

Jon Anderson

Jon Anderson, Ph.D.

President

Effective Date: 10/02/2025

A. Intent

This policy applies to all employees and encompasses internal and external communications, event materials, instructional content, and administrative reports. The policy promotes digital-first practices, reducing unnecessary printing and ensuring accessibility to essential materials in electronic formats. This transition supports sustainability, cost reduction, and enhanced security while minimizing the environmental impact and costs associated with paper use. This policy also streamlines workflows, improves accessibility, and enhances the university's ability to manage information more efficiently. This policy applies to all printing through the university's managed cloud printing system and through third-party printing vendors.

B. Definition(s)

University Managed Cloud Printing – Secure service that enables all employees to print from any device to designated printers across campus. Associated printing costs are charged directly to the respective departmental or office budget.

Third-Party Printing – Vendors Licensed vendors approved by procurement to produce materials for the university. Requests must be coordinated through University Communications and Marketing, with costs charged to the appropriate departmental or office budget.

Wrike – University Communications and Marketing's project management platform used by employees to submit project requests.

C. Policy Statement

- **Course Materials**
 - Course syllabi, presentations, and handouts, where not inconsistent with pedagogical best practices, should be distributed digitally through the D2L, Microsoft Teams, or other approved electronic platforms.
 - Cost-effective printing methods—such as double-sided printing—should be employed for non-digital course assessments (e.g., quizzes and exams), where pedagogically appropriate.
- **Event Programs & Materials:**
 - Except as noted below, all university-sponsored events are to utilize digital invitations, programs, and schedules. QR codes should be provided for easy access to event details, including agendas, schedules, and supplementary materials.
 - Printed event materials will be permitted only when accessibility requirements dictate the need for hard copies or when specifically requested by key stakeholders.
- **Administrative & Marketing Materials:**
 - Reports, including but not limited to annual reports, departmental updates, posters, program sheets, and advising materials are to be distributed digitally.
 - The university will provide digital toolkits and templates that include branded materials to support this transition, ensuring a consistent, professional appearance across all communications.
 - Digital toolkits and templates that include branded materials will be available for download through the university online brand center to support this transition, ensuring a consistent, professional appearance across all communications.
- **Exceptions & Accessibility**
 - The university recognizes that specific situations may require printed materials. In such cases, departments should assess the necessity of printing on a case-by-case basis.
 - The university will ensure that individuals requiring printed materials for accessibility reasons (e.g., students with visual impairments or those needing alternative formats) can request accommodation through the appropriate department, such as Disability Services.
 - In addition, printed materials for targeted enrollment marketing campaigns will be approved based on strategic goals and audience needs.
- **Third-Party Printing**

All university-funded printing through third-party printing vendors must be coordinated through University Communications and Marketing. Associated costs will be charged to the appropriate departmental or office budget. Requests must be submitted through Wrike.

D. Related Policies

[Print Management Policy \(IT002\)](#)

E. Contact Information

For additional information, please contact the Office of University Communications and Marketing.

F. Policy Review Schedule

Each policy shall be reviewed by the corresponding Vice President on a regular basis as appropriate.