

EIT Space Allocation Policy for Graduate Students and Adjunct Instructors

EIT rooms 403 and 603 are intended to partially accommodate the needs of graduate students and adjunct instructors. Allocation of space will be managed by the Dean's Office and will be carried out by the Academic Support Specialist (Graduate Programs). In order to use the graduate student space, eligible students will have to apply by completing the attached form. The policy may be subject to change.

ELIGIBILITY

1. Students have to be enrolled in the following graduate programs – BINF, CNMG, CPSC, ENSS, IFSC, IGCP, MSIQ, and SYEN.
2. Part-time students will not be eligible. Students will need to be full-time to be eligible for space assignment. Full-time students are those who are registered in the current semester for nine or more graduate credits. Exceptions can be made for those students who are in their last semester, as certified by the Graduate Coordinator.
3. Graduate students will not be eligible for space allocation if they already have space elsewhere on campus such as in EIT, ETAS, and the Nanocenter. This includes the laboratories/research space of their dissertation advisor.
4. Students whose advisors are not full-time faculty of the college will not be eligible for space. 5. Bioinformatics Graduate Assistants who provide support to the MidSouth Center must be allocated space in that Center (EIT 326). 5. Adjunct instructors will be assigned space only for the semester in which he/she is teaching a course.

CATEGORIES OF SPACE

Space on the 4th and the 6th floor will be split into four different categories, and the work areas will be designated with easily identifiable numbers.

Category 1: *Full-time Graduate Assistants (funded by college or research grants) or graduate students with fully funded scholarships*

Applicants in this category will have assigned space.

Category 2: *Academic Space Assigned to full-time doctoral students who have passed candidacy exams*

Applicants in this category will have assigned space. If the demand for space exceeds availability, allocation of space will be based on date of successfully passing the candidacy exams.

Category 3: *Part-Time Graduate Assistants and Adjunct Instructor Space*

Applicants in this category will have assigned space in the 4th floor subject to availability.

Category 4: *Communal Academic Space*

Applicants in this category are all eligible students who were not assigned space under Categories 1 through 3. This will be communal space so that none of the desks can be secured and users are not to leave any personal items at these locations.

Policies to Follow in Allocated Space

General Guidelines

- Graduate students using the assigned space must comply with the outlined rules and regulations.
- Request and release of each space is the responsibility of the student.
- Space assignments are processed on a yearly basis, or when an assigned space becomes available. Rules and Regulations
- Each assigned space should be used according to the guidelines.
- Request/Release of each space should be conducted via filling the necessary form and submitting it to Mrs. Dana Ball, Academic Support Specialist in EIT. Failing to do so will put a hold on the academic record.
- Users of the workspace are expected to be considerate of other users and respect the privacy of other users. Behavior that may cause a disturbance such as, but not limited to, loud phone conversations and playing of loud music need to be avoided at all times.
- Space must be clean at all times.
- University safety regulations will be enforced at all times.
- Any complaints about non-compliance of the policy must be made in writing to the EIT Associate Dean, Academic Support Specialist (Graduate Programs) and the Coordinator of the graduate program of the student submitting the complaint.
- After being discharged, the graduate student has 3 days to vacate the station and turn in the keys, without any penalty.
- Keys used to store valuables in locked cabinets must be turned in when the student is no longer assigned to the workstation. If the key is not returned in a timely fashion, the administrator will open the locked cabinet and the contents inside will be disposed of and the workstation will be assigned to another graduate student. The administrator will not be held accountable for missing items that are disposed.
- Do not lend keys to others.
- Do not have keys duplicated for any reason.
- When entering or leaving the locked premises, re-lock and secure all doors. No propping of doors to allow unauthorized access (could be grounds for losing space).
- Food causing disturbance in the area is prohibited.
- Nothing of value is to be left in the communal work-space (Category 4) after departing the area.

Statement to be signed by graduate students and adjunct instructors:

I understand that I am in a professional environment and should respect the privacy of others and their ability to do work in a calm and quiet environment. I have read and understand the policies mentioned above if my request for allocated space is fulfilled. I understand that my space may be revoked at any time if the space is rarely used or if I do not maintain satisfactory academic/research performance in my graduate program in EIT (this last statement is for Category 1 through 3 graduate students who receive assigned space).

Printed Name of Person Requesting Space

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Signature of Person Requesting Space

Date

Please return signed form to Mrs. Dana Ball in EIT 631.