

Guidelines on the usual priority for assignment of space to students needing an office are:

1. PhD-level graduate students teaching CE lecture courses.
2. GTAs needing office space to work with labs & office hours.
3. PhD students supported by and working with faculty on sponsored projects, usually leading to their dissertation.
4. MS students supported by and working with faculty on sponsored projects, usually leading to their thesis.
5. Post-doctoral students and visiting scholars.
6. PhD graduates continuing on for one or more terms to complete associated project work and/or prepare papers.
7. Externally-supported PhD students (self or government or foundation or like entity) working with faculty on an active research project, usually one leading to their dissertation.
8. Externally-supported MS students working with faculty on an active research project, usually one leading to their thesis
9. Plan B MS students working on a professional paper project (independent study) that entails use of specialized on-campus equipment and/or close contact with a faculty.
10. PhD students not yet associated with a dissertation project.
11. MS students not yet associated with a thesis project.

Students assigned graduate student office space are expected to effectively and regularly utilize the space assigned. Unless the student's advisor can justify the space assignment as necessary for the student's work to be completed, space may not be retained once a student accepts full employment and/or is no longer primarily a student in residence.

To be considered for a desk space assignment, part-time graduate students need to be devoting a significant portion of their overall working effort to an active research topic.

Students needing to continue on with research project work beyond the period of available funding may request office space so that they can make timely progress to complete their graduate work.