

# College of Engineering

## Facilities

### Space Allocation Policy for Graduate Student Suite (Scott Bioengineering 321)

#### *I. Requesting space in the graduate student suite of Scott 321*

Requests for allocation of space in the graduate student suite should be submitted to the pod leader for the pod in which the student's advisor is a member.

#### *II. Allocation of space in the graduate student suite of Scott 321*

An initial allocation of the graduate student desks was made to each of the four pods. Pod leaders may allocate an open desk in their assigned space at any time. If the desks assigned to the pod are full, the pod leader may secure a desk from another pod simply by agreement of both parties. The new desk then becomes part of the requesting pod's allocation. Periodically, the college will provide an updated version of the original allocation map to reflect recent changes. As part of the annual space process, the allocations by pod will be reviewed for potential re-balancing between the pods.

#### *III. Assignment Priorities*

All desk assignments will be made under the following priorities:

- Graduate students take precedence, i.e., a desk occupied by a non-graduate student will be considered "available" if needed by another pod.
- Undergraduate students may be assigned desk space, but will not be issued keys to the desk.
- If need be, pod staff (researchers, post docs, visiting scholars, etc.) may be assigned desk space and will be issued keys to the desk. In general, however, pod staff will be assigned office space within the faculty suites.

*This policy was finalized and approved at the pod leaders meeting of December 12, 2013.*