

Policy on
Graduate Student Office Allocation

Whereas the department of Biological and Agricultural Engineering (BAE) has a finite amount of space available for graduate student offices, and

Whereas it is not always possible to determine whether or not a graduate student is using his or her office productively, the following policy is proposed:

- BAE will make every effort to provide office space for all graduate students who need it. No justification will be required. The initial allocation will be for a period of two years for masters students and three years for doctoral students.
- Renewal of the office space allocation for each student will be based upon the availability of space and consideration of the justification provided by the student's advisor for its continued use. The renewal periods will be for up to one year for the masters and two years for doctoral students.
- Justification for reallocation must be submitted to the Director of Graduate Programs no later than the end of the spring semester for fall expirations and no later than the end of November for spring expirations.

Adopted by the Graduate Faculty
May 31, 2005