

1st Floor Office Policy

The following 1st floor offices are under the Geography department's control. Each room is assigned two numbers, signifying a standard and maximum desk space allocation. Aside from voluntary shared desk space, the desk allocation is to be considered the room's acceptable occupancy and access will be granted accordingly.

Room 187 (4/4)	Room 195 (2/3)
Room 189 (5/6)	Room 197 (3/4)
Room 193 (4/5)	Room 199 (3/3)

All rooms will be filled to their standard occupancy on a first-come, first-serve basis with Geography graduates who have completed their second year of studies at a minimum. Those who have also completed their orals will have first priority. A two tier waiting list of students who have requested first floor office space is kept by Dan Plumlee: the top tier being those who have completed their orals, the second for those who have not, each ranked by date and time of request. Students on the list at the time they complete their orals will be moved up to the bottom position of the top tier on their completion date.

To be placed on the list, send Dan Plumlee a formal request by e-mail. Do not send a request prior to August 1 of your third year.

Once a student has a desk on the first floor, the department will do our best to keep them there. A student may move from one office to another with the consent of all parties involved, but this move must be accomplished with a formal re-issue of keys.

When a student leaves the area for 6 months or longer the student must forfeit their desk to another student. It is the student's duty to notify Dan Plumlee of their plans to leave. Upon their return they will soon be placed back into a first floor office, possibly in a room's maximum occupancy configuration. Students occupying an office filled to maximum capacity have priority for open office space over students occupying fifth floor offices.

Once a graduate student's student status has lapsed, they will lose their office space and be required to return their key.

In order to provide access to more students we are allowing desk shares, given that there is a general acceptance by all room occupants. A desk share must be committed to for no less than 6 months and the two students in the share are to be counted as one. A student can move from a share only when an empty desk comes up and cannot move into a slot reserved for max capacity.

Policy in place and disseminated, September 4, 2003.
Amended on September 30, 2013.