

PROCEDURE FOR ASSIGNING DEPARTMENTAL STUDENT CUBILCES

The Department of Environmental Health Sciences Manages ten student cubicles located at W7034 A – J. Student cubicle spaces are intended for resident doctoral students who are primarily engaged in data and writing during their final two years in the program.

Eligibility Criteria

- Successfully and unconditionally completed all academic requirements including:
 - o Residency
 - o Coursework
 - o Preliminary oral examination
 - o Comprehensive examination(s)
- Continuously registered as a full-time student engaged in thesis research
- Advisor's concurrence

Note: The date of unconditional, successful completion of the preliminary oral examination will be used to establish eligibility and priority.

Assignments

A request for cubicle space must be made to the EHS Education Programs Assistant. Once the request is reviewed, the EHS academic coordinator will inform the student of their eligibility. An eligible student will be assigned cubicle space as it becomes available. Students are not allowed to reassign the space.

Occupancy

Doctoral students engaged in full-time thesis research may occupy cubicles for either a two-year period or until the successful fulfillment of the thesis requirements – whichever comes first. Extensions will be considered on an individual basis and require that written justification be submitted to the EHS Educational Programs Assistant. Students will be asked to relinquish their cubicle space if they are involved in thesis research outside of the School (i.e. in another city, state, or country) for more than one term, or if the space is not being used on average a minimum of 20 hours per week.

Responsibility

Cubicles, the original furnishings therein, and the keys are the property of the School. The School/University is not responsible for loss, damaged or theft of items left in the cubicles or other study space belonging to students or others. Once a student has completed their research or graduates, he/she must vacate their cubicle within two weeks, restore it to its original condition, and return the key to the Program Assistant. Cubicle assignments are not transferable.

Note: The EHS Educational Programs Assistant located in E7037 will be responsible for the coordination and assignment of student cubicles.

STUDENT CUBICLE REQUEST

Name _____	Date _____
Program of Study _____	Oral Exam Date _____
Advisor Approval _____	Date _____

Please provide a brief description of the timeline for your program of study including data collection and analysis phases, writing your dissertation, and anticipated date of final defense.