

AUTOMOTIVE ENGINEERING DEPARTMENT POLICIES AND PROCEDURES ARE INTENDED TO PROVIDE GUIDANCE AS IT PERTAINS TO OUR SPECIFIC DEPARTMENT, AND DO NOT SUPERSEDE EXISTING CLEMSON UNIVERSITY POLICIES AND/OR PROCEDURES AND/OR OTHER ISSUED GUIDANCE.

Cubicle Allocation Policy

[Related Procedure - "Cubicle Allocation Procedure"](#)

SCOPE

This policy pertains to the cubicles located on the 3rd floor of the Campbell Graduate Engineering Center (CGEC), often referred to as the “student cubicles”.

POLICY STATEMENT

Cubicles will be allocated in the following level of priority:

1. Department employees (Post Doctoral Fellows, etc.)*
2. Active Automotive Engineering Ph.D. students
3. Future Automotive Engineering Ph.D. students**
4. M.S. Thesis students
5. Visiting Scholars
6. Others - when required by specific research project needs*
7. Non-AuE Ph.D. students*

** Must be approved by department administration (Department Chair and/or Operations Manager)*

*** Future Ph.D. students may only be assigned a cubicle once a formal offer has been extended and accepted*

- Hourly M.S. employees (hourly graders, lab workers, etc.) are currently excluded from the cubicle allocation policy due to space limitations.
- If you have a request not covered by the above-listed categories, please reach out to the department Operations Manager.

Cubicle Audits:

Cubicle audits will be conducted on semi-annual basis, typically at the end of the fall and spring academic semesters. Students and/or employees occupying a cubicle must respond by the stated deadline in order to retain their current cubicle assignment. Those that do not respond by the stated deadline are subject to reassignment.

Cubicle Amenities:

Basic necessities will be provided by the department, including an office chair and power supply. Computer and computer peripherals (monitors, keyboards, etc.) are not provided by the department, and instead must be provided by the supervisor and/or advisor of the individual occupying the cubicle. Cubicle tenants are responsible for posting identifying signage (name and title) if desired.

Cubicle Cabinet Keys:

Purchasing a key for the small storage cabinet located in the assigned cubicle is optional. Please note that the purchasing fee is non-refundable upon graduation and/or vacating of the cubicle. It is recommended to NOT store any items of significant value in your cubicle cabinet. Refer to the [Cubicle Allocation](#) Procedure for information on how to purchase a cabinet key.

PUBLISHED LOCATION

[Automotive Engineering Resources](#)

REVISION HISTORY

- Originally Issued: 09/12/2022