Department of
AUTOMOTIVE ENGINEERING
Clemson® University

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 Procedure

Related Policy - "Cubicle Allocation Policy"

GENERAL PROCEDURE

New Requests:

- For individuals that fall into the pre-approved categories listed on the Cubicle Allocation Policy, the faculty advisor and/or supervisor must submit a written request by email to automotive@clemson.edu to request a new cubicle assignment. An AuE staff member will then assign a cubicle number based on current vacancies and/or future planned assignments. *Note that specific location (cubicle number) requests cannot be granted at this time.*

- For individuals that require approval by department administration as defined in the Cubicle Allocation Policy, please complete the top portion of the Cubicle Special Request Form, and return to automotive@clemson.edu. You will be notified if your request has been approved, along with the cubicle number that has been assigned for your request.

Returning Students and Employees:

- As noted in the Cubicle Allocation Policy, once assigned a cubicle an individual must respond to cubicle audit emails by the stated deadline in order to retain their current cubicle assignment. These are generally conducted at the end of the fall and spring academic semesters. Those that do not respond by the stated deadline are subject to reassignment.

Purchasing a Cubicle Cabinet Key:

As noted in the Cubicle Allocation Policy, purchasing a key for your cubicle cabinet is optional and non-refundable. It is recommended to NOT store any items of significant value in your cubicle cabinet.

To purchase:

1. Visit AuE's Online Marketplace and select the "Cubicle Key" item.
2. Complete the transaction.
3. An AuE staff member will contact you when your key is ready for pickup.

REVISION HISTORY

- **Originally Issued**: 09/12/2022