

ASSIGNMENTS OF NON-FACULTY OFFICE SPACE

Graduate students wanting desks should fill out the desk application form via the link below.

[CLICK HERE TO REQUEST DESK SPACE](#)

For technical difficulty please contact:

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The “Non-Faculty Office Assignment Policy” is based on two guiding principles: all office and desk space belongs to the department and the department chair and graduate program coordinator assign all graduate student office spaces based on the outlined priority scheme. This policy was reviewed by all Civil and Environmental faculty members and revisions must be approved by the graduate program committee.

Please see below for the current and binding policy.

DESK ASSIGNMENT PRIORITY:

1. Funded postdoctoral researchers working with a CEE faculty member.
2. Ph.D. students who have advanced to candidacy
3. Ph.D. students who have not advanced to candidacy but have completed an M.S.
4. Other Ph.D. students (not advanced to candidacy or without an MS)
5. M.S. students employed as GSRs
6. M.S. students who are TAs
7. Unfunded M.S. students
8. Other employees needing a desk
9. Part-time or course work only (CWO) students

NOTES ON THE OFFICE SPACE POLICY:

1. All of the offices will be considered as a group (Ghausi Hall and Bainer and Academic Surge).
2. When all offices are assigned we reserve the right to ask students to share desks.
3. There will be no preference for particular groups (environment, water, etc.) for spaces in Ghausi Hall vs. Bainer.
4. Graduate group students who have a CEE faculty member as a major professor have equal priority to CEE department students at the same level.
5. Students/postdocs working with an adviser who need common space (e.g., because of computational needs) will be kept together if possible. However, this will not override the priority scheme.
6. Desk assignments are never permanent. Depending on the department’s space needs, a student may be moved to another location or lose a desk altogether.
7. Students who are on PELP and/or filing fee are not entitled to a desk by University policy.
8. Within a priority class, seniority determines who has priority (second year MS students receive higher priority than first year students).
9. All students must follow relevant building and campus policies to maintain their office space privileges.