



PETER A. ALLARD SCHOOL OF LAW

GRADUATE PROGRAM

PhD Carrel Assignment Guidelines

Individual PhD Carrels:

Carrels are located on the second floor of Allard Hall, rooms 244 and 249. Carrels are limited in number and the Graduate Program is not able to provide a private study carrel to every PhD student.

There are 14 study carrels in total: 10 carrels in Room 244 and 4 carrels in Room 249. Only students who are assigned carrels and the Graduate Program administration have access to these rooms.

Carrels in room 244: Each carrel has a key for the desk and its drawers. Carrels are assigned to PhD candidates (students who have successfully advanced to candidacy) and are working on their dissertations.

Carrels in room 249: Carrels are open style similar to the carrels in the Law Library. There is no lockable desk and drawers. Carrels in room 249 will be assigned to PhD students who have either: a) completed comprehensive exams or b) as transitional carrels for new students who have advanced to candidacy until a carrel in room 244 becomes available.

The Graduate Program Advisor assigns carrels to students. Assignment will be based on an assessment of the application forms and the waiting list.

Students must apply for a carrel by submitting completed application forms (see below) to the Graduate Program Advisor, who will maintain a wait list.

Carrels are assigned to a maximum of 3 years. Students must notify the Graduate Program Advisor if they will not be using the carrel for 4 weeks or more, in particular, if they are taking a study leave for one or more terms. Those carrels may be re-assigned to other students on a temporary basis, for the duration of their absence.

Once a PhD candidate has successfully defended their dissertation, they will have 30 days to vacate their carrel and inform the Graduate Program Advisor that they have done so.



Graduate Study Carrel Application Form

Name & student number: _____

Program: _____

Year of Study: _____

Contact (email & phone): _____

Are you assigned any study space in Allard Hall or elsewhere on campus?

Yes _____ No _____

I agree with the following conditions of use:

- I am a full-time Ph.D. student in good standing. My continuing entitlement to a carrel depends upon maintaining this status.
- Carrels are assigned for 3 years. When my term of use ends I will vacate my carrel, leave a key for the desk in the top drawer of the desk and inform the Graduate Program Advisor that the carrel is empty
- I agree to vacate my carrel 30 days after my final dissertation defense.
- I will release my carrel for assignment during my leave, with understanding that it will be reassigned upon my return
- I will not store food in the carrel. I understand that water bottles may be brought into the carrel.
- I will not use hot pots, and space heaters in the carrel.
- I will not use my carrel as an office or meeting space.
- I will not move furniture or equipment from or into a carrel, other than equipment used in the carrel in order to improve my use of my space for the purpose of study (such as computer screens and keyboards) subject to the condition that such equipment does not interfere with any other students use or enjoyment of their carrel.
- I will keep the Ph.D. carrel space as clean and tidy as possible.
- I will not prop open the door to the carrel room for any reason and will not let unauthorized students in the carrel room.
- I understand that carrel rooms are opened regularly for inspection by authorized personnel of the Allard School of Law

Signature: _____

Date: _____

Graduate Committee Meeting
October 17, 2016

STAFF USE ONLY:

Carrel: # _____

Room: # _____

Date Issued: _____

End Date: _____

Grad. Program Advisor Initials: __