



ONTARIO AGRICULTURAL COLLEGE

DEPARTMENT OF ANIMAL BIOSCIENCES

ABSc Graduate Student Office Space Agreement

Student Name	
Student Email	
Degree	
Advisor	
Expected Date for Desk "Move In"	
Expected Date for Desk "Move Out"	
Office Room # & Key #	
Office Desk # & Key #	

This document outlines an agreement with the department of Animal Biosciences for the use of a graduate student office. This signed *Office Agreement* and *Office Rules* forms must be submitted to the graduate assistant together and a copy retained for the student's records.

1. Offices are assigned by lottery within seniority levels, which are based on the number of semesters as a graduate student in Animal Biosciences.
2. Students are expected to only use their assigned office desk.
3. The rules for using the space are explained in the *Office Rules Agreement*. Failure to follow the rules will result in a formal warning in writing, and loss of the right to the space if the behaviour is not corrected.
4. Students who no longer wish to use their space must communicate this with the graduate assistant and organize a "move out" date.
5. If the student needs the space for more time, or are continuing into another graduate degree in the department (ex. M.Sc. to Ph.D.), it is their responsibility to communicate this with the graduate assistant to keep their space.
6. Once the student completes their defence, they will have 1 week to clean out their office space and return their keys to the graduate assistant.

I _____ hereby agree to the rules laid out by the department for the use of my graduate office space.

Date	Student Signature
Date	Graduate Assistant Signature

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