Use of Burt 193 Seminar Room

The Dean has reiterated his policy on usage of the Burt 193 seminar room. This room contains expensive computerized equipment which often involves support, especially when used incorrectly by users not familiar with this equipment. The dean requires that the room only be used by CEOAS personnel who know how to use the equipment properly and have experience using it. CEOAS does not have the support personnel available to train outside users nor do we have the personnel to provide outside support and repair time.

Burt 193 is to remain a seminar room available to CEOAS users only. For defense, if another department has a student who has a CEOAS faculty member as his/her major advisor, the usage of this room would be available to him or her as that CEOAS faculty member would be in attendance (also to unlock the room as it is kept locked at all times) and assist the use of the equipment in the room.

No classes are to be scheduled in Burt 193 with the exception of the seminar series type classes, seminars that are advertised and open to the College.

As a rule, the primary function of Burt 193 is for seminars and graduate student defenses. Any long-term use (e.g., all-day meetings) or meetings requiring reconfiguring the furniture must be pre-arranged with and approved by the Dean.