

# WELCOME

## New Graduate Student



Industrial Engineering

@ Lamar University



# Lamar University

A Component of the Texas State University System

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### How can we help you?

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## FAQ's (Frequently Asked Questions)

- Q. When I arrive at the Industrial Engineering Department, what should I do?  
A. After you arrive, sign the New Student list, and then report to the Graduate Admission office in the Wimberly Building, Room 118. If required, the Graduate Admission office will schedule your Michigan Test (English Literacy) and student orientation.
- Q. What is the attendance requirement in the semester?  
A. You are **required** to be at school by the first day of the class until your **last final exam**. If you are employed by the university, you **must** be here during the breaks unless given prior permission.
- Q. How can I get advised or registered for classes?  
A. ***AFTER*** you have attended student orientation and Michigan test results have been sent to our office, you will return to the Industrial Engineering Department for advisement and registration. If you scored 5.0 or higher on your TWE (Test of Written English), you are exempt from taking the test and may be advised following student orientation. **If you need to add, drop or change your course registration, you *must* get approval from your Graduate Advisor. Otherwise you will lose any scholarship you may already have, and will forfeit any opportunity of ever receiving a scholarship.**
- Q. May I meet the department chair and the professors?  
A. Yes, but please do not ask them for advisement or employment. The time will come when this will be more appropriate. If we have financial support opportunities, we will post them on the departmental website and then you can contact the relevant faculties for details.
- Q. Who is my graduate advisor?  
A. Masters of Industrial Engineering (MEIE/MSIE) Program: Dr. **Weihang Zhu** (Primary) and Dr. **Alberto Marquez** (Secondary).  
Master of Engineering Management (MEM) Program: Dr. **Ryan Underdown**  
Doctor of Engineering (DE) Program: Dr. **Weihang Zhu**
- Advisement is **mandatory** before registration. A student can take up to one course out of the department each semester and up to three courses out of the department totally. If a student is working on a thesis or working as a Research Assistant, he/she may discuss advisement issues with their supervising professor first.
- Q. What courses are offered in Industrial Engineering?  
A. Courses schedules are available online:  
<http://dept.lamar.edu/industrial/classes/schedule.html> .  
You may also pickup a graduate catalog from the department secretary.
- Q. If I did not get financial assistance, may I be considered for it after my arrival?

- A. Applicants who meet academic criteria may be awarded scholarships and a waiver of out of state tuition differential (must pay in state tuition). If you are not awarded a scholarship and waiver, then you can earn one by earning a 3.25 or higher GPA (Grading Point Average) on all Industrial Engineering graduate courses. After you receive your semester grades, if you qualify for a scholarship, see your graduate advisor.

Another form of financial assistance is the graduate assistant. Positions include teaching assistants and lab monitors. These assistantships are given to qualified candidates with good GPA and research potential. Students who choose the thesis option are given preference on all assistantships and other positions.

- Q. I am awarded a \$1000 scholarship. When is the \$1000 scholarship paid?  
A. Scholarships are credited to your university account. Each long semester (Fall and Spring), you will received a \$500 credit. If you begin a scholarship in spring semester, **you must take at least six credit hours in Summer school.**
- Q. If I have deficiency courses, can I waive it? What's the minimum performance in those deficiency courses?  
A. No, we do **NOT** waive deficiency courses. You need to earn a B or above in the deficiency courses. Otherwise you need to retake it until you earn a B or above in those courses.
- Q. What are requirements for the transfer students from other departments?  
A. In order to consider the admission of transfer students into IE graduate program, you need to complete the courses in your current department with GPA 3.0 or above. If you are registered for one or more pre-requisite courses, you must earn a B or higher grade in these courses as well. If you are taking English language course, it must be also completed.

Hence, your admission to IE graduate program cannot be granted before you present us your satisfactory academic record. If you don't have a scholarship in your current department, we will not consider you for a scholarship in your first semester in IE. If you have a scholarship in your current department, we would recommend, but not guarantee, keeping your scholarship during transfer. You may talk to the Graduate Advisor once you get your satisfying GPA in your current department at the end of the semester. If your transfer is granted, the paperwork is handled by our department secretary.

If you don't have scholarship prior to transferring to the Department of Industrial Engineering and after one semester you earn a minimum GPA of 3.25, we will consider providing a scholarship for you (pending available scholarship funds). After this first semester you must maintain a GPA of 3.0 or above to keep the scholarship. You may have deficiency (pre-requisite) courses to complete if you transfer to IE program. You need to earn a B or above in those deficiency courses before you can graduate from the IE program.

- Q. Do I need to complete any form before graduating?
- A. A G-2 form (Student Application for Admission to Candidacy for Master's Degree) needs to be completed before your last 9 credit hours. This form will outline the courses you have taken, the courses you are currently enrolled in, and the course work to be completed. You can pick up the G-2 form from our department secretary. The G-2 form must be completed and submitted to the department chair after you have completed 12 semester hours and **before** you enroll for your last 9 semester hours. In addition to this form, you must also apply for graduation in the Graduate Office and pay your fees. You cannot graduate until these procedures are complete and have been submitted before the posted deadlines.
- Q. My sister/brother is getting married at the end of April (or similar situations), can I leave early (or come back later) so that I attend the wedding?
- A. **No**, students are required to be here the first day of classes until the completion of their last final exam.
- Q. I have an assistantship or a fellowship in the Industrial Engineering Department. Am I required to work during semester breaks?
- A. The fall semester payroll is from September 1 to January 15. The spring semester payroll is from January 16 to May 31. You are **required** to perform work assignments during these times unless your supervisor gives you written permission to be away from your duties.
- Q. When can I take the comprehensive exams?
- A. You can only take the comprehensive exams at the semester of your graduation.
- Q. When can I meet the advisor/faculty for things such as advising?
- A. You need to make an appointment in the appointment book at the Secretary's Desk of Industrial Engineering Department in Cherry 2200. Walk-in request is not encouraged and not guaranteed due to the faculties' tight schedule. For the course advising, we typically have a group advising session which will take care of most students' course advising.
- Q. What is the priority of financial support for the graduate students?
- A. Doctor of Engineering has the highest priority for financial support. We will also try to support all the students pursuing Master of Engineering Science with Thesis Option. We rarely consider financial support for Master of Engineering students.
- Q. What is the requirement for the Research Seminar? Can I waive it?
- A. Research Seminar is a one credit course that is **mandatory** for all the new students. New students with scholarship coming in Fall semester must register the Research Seminar with one credit. New students without a scholarship coming in Fall semester must audit the Research Seminar with no credit. Students coming in Spring semester must audit the Research Seminar with no credit. If students are going to graduate in the Fall semester, they don't have to audit the Research

Seminar. Attendance of 80% or more at the Research Seminar is a pre-requisite for scholarship recommendation and maintenance.

Q. Who can be the committee member of my comprehensive exam?

A. Only full time Industrial Engineering Professors can serve as the committee members of comprehensive exams.

Q. When can I get internship?

A. A graduate student is allowed to take internship after one year's study. If you are a thesis-option graduate student (Master of Engineering Science or Doctor of Engineering), you can go with full-time internship. If you are a non-thesis graduate student (Master of Engineering or Master of Engineering Management), you can go with part-time internship. A part-time internship is 20 hours/week on work. If you are on a part-time internship, you need to register at least two more courses besides the internship, to qualify yourself as a full time student.

Q. As a Master of Engineering student, I have taken more than 12 courses, but I can only list 12 courses in my G.2 form, what courses should I leave out of the G.2?

A. We will drop the out-of-department courses first, and if you still have more than 12 courses, we will drop the ones with bad grade first.

Q. What is the difference between Master of Engineering Science (MES) and Master of Engineering (ME) degree?

A. An MES student needs to write a thesis under the guidance of a faculty and a thesis committee, while an ME student does not write a thesis. The following table shows some differences:

MES	ME
Thesis	Non-thesis
No comprehensive exam	Comprehensive exam in the last semester
8 regular graduate courses + 2 thesis independent study courses	12 regular graduate courses
Internship application will be supported	Internship application will not necessarily be supported
Financial support will be provided	Financial support is rarely provided
Recommendation for work	Recommendation depends on the student quality
Study time: 1.5 to 2 years	Study time: typically 1.5 years
Work with a faculty's guidance	Do not work with a faculty

## **MISSION STATEMENT**

Our mission is to provide quality education and meaningful career opportunities for both undergraduate and graduate students. We develop highly qualified graduates with potential to assume positions of increasing responsibility.

Our mission will be accomplished by recruiting and educating qualified students in an accredited curriculum of academic course work and experiences. Demand for graduates will be driven by frequent contact with employers through initiatives such as advisory council meetings, continuing education, co-op programs, consultation, research/development, publications, and student projects.

## **VISION STATEMENT**

The Preferred Provider of Industrial Engineering Graduates and Technology

Vision Elements:

1. Recruiting Quality Students
2. Employer Focused Relationships
3. Increased Supporting Resources
4. Academic Course Work and Industrial Engineering Experiences

## **OBJECTIVES**

- 1 Recruit high quality industrial engineering students
- 2 Prepare students with skills to compete through course work in an accredited program
- 3 Enhance students' career opportunities through frequent employer contacts and work experiences
- 4 Encourage students to develop leadership skills
- 5 Encourage students to pursue life-long learning
- 6 Develop relationships with employers of industrial engineering skills
- 7 Increase department resources through growth in enrollment, development, and funded projects
- 8 Conduct applied research and publish results with the ultimate goal of technology transfer for the betterment of mankind
- 9 Provide exemplary service for the benefit of the University, the Beaumont metropolitan community, the State of Texas, local and global business and industrial organizations, and the engineering profession

## OUTCOME ASSESSMENT

The Industrial Engineering Department has developed an assessment process to demonstrate that outcomes important to the objectives of its program are measured. This process is based on input from the Department's various constituencies: students, alumni, and employers. Specifically, information obtained from graduating seniors, alumni surveys that document career development, and data from employer surveys are among the items to be utilized. The Program Outcomes below are expected of our graduates for Master of Engineering, Master of Engineering Science and Doctor of Engineering.

### For Master of Engineering

**Outcome 1:** The ability to apply knowledge of mathematics, science, and engineering to the analysis of engineering problems and to identify, formulate and solve them

**Outcome 2:** Have a broad range of engineering knowledge, and understand contemporary issues

**Outcome 3:** An ability to design a system, component, or process to meet desired needs

### For Master of Engineering Science

**Outcome 1:** The ability to apply knowledge of mathematics, science, and engineering to the analysis of engineering problems and to identify, formulate and solve them

**Outcome 2:** Have a broad range of engineering knowledge, and understand contemporary issues

**Outcome 3:** The ability to use the techniques, skills, and modern engineering tools for complex engineering practice in a systematic manner

### For Doctor of Engineering

**Outcome 1:** The ability to apply knowledge of mathematics, science, and engineering to the analysis of engineering problems and to identify, formulate and solve them

**Outcome 2:** Have a broad range of engineering knowledge, and understand contemporary issues

**Outcome 3:** The ability to use the techniques, skills, and modern engineering tools for complex engineering practice in a systematic manner

## GRADUATE PROGRAMS IN THE DEPARTMENT OF INDUSTRIAL ENGINEERING

The Department of Industrial Engineering at Lamar University offers three Master degrees and one doctoral degree. Masters degrees are: Master of Engineering in Industrial Engineering (MEIE), Master of Engineering Science in Industrial Engineering (MESIE), Master of Engineering Management (MEM), and Doctor of Engineering in Industrial Engineering (DEIE). The basic requirements to obtain the above degrees are briefly summarized below. Further details are given in Lamar University Graduate Catalog.

- 1) The Master of Engineering Degree in Industrial Engineering (MEIE) is a non-thesis 36 semester hour program designed to suit the needs of the practicing engineer. It requires students to take three core courses, 9 semester hours (INEN 5320 Statistical Decision Making, INEN 5370 Operation Research and INEN 5375 Simulation of Industrial Systems), and a minimum 27 semester hours of electives, and satisfactory completion of a final comprehensive examination.
- 2) The Master of Engineering Science in Industrial Engineering (MSIE) requires the completion of 30 semester hours of graduate course work: a minimum one core course from the above list, twenty-one (21) semester hours of electives, and satisfactory completion and defense of a thesis (ENGR 5390 and ENGR 5391).
- 3) The Master of Engineering Management (MEM) Degree requires at least 36 semester hours of graduate course work from an approved list of courses. This program includes about one third of the courses from the College of Business, one third in technical management (industrial engineering), and one third in the student's technical area of interest.
- 4) The Doctor of Engineering Degree is designed to study practical engineering problems of a complex nature, and requires:
  - a) A minimum of 4 hours professional seminar (ENGR 6110),
  - b) A minimum of 9 semester hours of core course work,
  - c) Completion of the diagnostic examination (Form D1A and D1B).
  - d) A minimum of 18 semester hours of field study preparatory courses (including ENGR 6320 - Justification of Engineering Project) (Form D3),
  - e) Completion of ENGR 6320, a formal engineering proposal and candidacy examination (Form D2, D4A, D4B, and D5),
  - f) Completion of the field study (ENGR 6601 and ENGR 6602, a minimum of 30 semester hours of field study),
  - g) Completion of dissertation and defense of field study (Form D6A and D6B).

## ACADEMIC STANDARD FOR GRADUATE PROGRAM AND SCHOLARSHIP

- 1) Details of Academic Policies for graduate studies are given on pages 55 - 69 in the Lamar University Graduate Catalog (2006 – 2008) or online:  
[http://www.lamar.edu/admissions/1366\\_2484.htm](http://www.lamar.edu/admissions/1366_2484.htm)
- 2) **If a student is determined to be academically dishonest during any exam, assignment or project, the student will be reported to the department and the university for further disciplinary action.**
- 3) Graduate students must maintain a 3.0 grade point average (GPA) or higher on all courses that receive graduate credit.
- 4) Graduate students who do not meet the academic standards will be placed on probation or suspended. Students on probation may enroll in graduate courses but may not apply for graduation. Suspended students may be temporarily or permanently denied permission to enroll in graduate courses.
- 5) Students whose GPA falls below 3.0 after the completion of 12 semester hours of graduate courses will be placed on academic probation.
- 6) A graduate student who has been placed on probation and fails to raise his/her GPA to at least 3.0 within 12 semester hours of graduate courses will be suspended.
- 7) A master graduate student may take one or two research type special topic courses, but the student must receive approval from the faculty member offering the course.
- 8) If the GPA of a student who receives a College of Graduate Studies scholarship falls below 3.0 after completion of 18 semester hours of graduate courses, the student will lose his scholarship. In order to reapply for the scholarship, the student must bring his GPA above 3.25. However, the scholarship offer is dependent on the availability of funds.
- 9) If a student fails to pass three subjects in the first attempt or fails to pass any subject at the second attempt of the comprehensive examination, the student will be required to stay one more semester and take additional courses without scholarship and retake the final comprehensive examination before the graduation.
- 10) In order to apply graduation, the department requires all graduate students to maintain a minimum of 3.0 GPA for all designated graduate courses in G-3 Form (Master's Degree) or D-3 Form (Doctoral Degree).
- 11) **IMPORTANT PROCEDURES BEFORE GRADUATION:** (1) The **G-2 form** (Student Application for Admission to Candidacy for Master's Degree) **must be completed and submitted** to the department chair after you have completed 12 semester hours and **before** you enroll for your last 9 semester hours. The form outlines courses you have taken, courses you are currently enrolled in, and course work to be completed. Your graduate advisor will provide a disk with the G-2 form in excel format with instructions for completing the form. (2) You must also **apply for graduation** through the Graduate Office before their deadline. Forms are available in Room 219 of the Wimberly Building. (3) You must **pay all fees** for graduation.

## DOCTOR OF ENGINEERING EXAM POLICY

### General Procedure:

- 1) Selection of an academic advisor: before the selection of the thesis advisor, the Graduate Advisor will be assigned as the temporary academic advisor;
- 2) Selection of major and minor direction courses;
- 3) Completion of major and minor direction courses;
- 4) Take Diagnostic Exam (D1-A and D1-B forms)
- 5) Formation of Doctoral Committee (D2 form)
- 6) Completion of Course Form (D3 form)
- 7) Field Study Proposal Defense (D5-A and D5-B forms)
- 8) Field Study Final Defense (D6-A and D6-B forms)

The above forms are available from the Graduate Advisor or the thesis advisor.

### Diagnostic Exam:

In Industrial Engineering, we have four directions:

- 1) Operation Research / Statistics (Curry/Marquez/Chu/Zaloom)  
5320, 5333 (OR II), 5350, 5370, 5375, 5381 (Heuristics), Special Topics
- 2) Manufacturing / Production (Zhu/Liu)  
5312, 5345, 5379 (Facility design), 5392, 5394, 5396, Special Topics
- 3) Safety / Ergonomics (Craig)  
5386, 5374, 5376, Special Topics
- 4) Engineering Management (Underdown)  
5316, 5369, 5366, 5354, 5363, 5357, Special Topics

A D.E. student will take one direction as the *major* direction, where one's field study is going to be. A D.E. student will take another direction as the *minor* to support the major direction. A D.E student will take a minimum of three courses in each direction in the Diagnostic exam. The Diagnostic exam will take two days. One day for each direction (2 or 3 courses per direction). The results of the exam may be:

- 1) Pass: the student passes all the courses;
- 2) Conditional pass: the student passes all except for one course and next time will be re-tested on only this failed course;
- 3) Fail: the student fails in two or more courses and receives a second chance to take the exam again the next year. The student cannot be transferred to a master program and MUST take the second chance if he/she fails. If the student fails the second time, that student will be converted into a master degree.

A Diagnostic Exam occurs before the start of Fall semester (around Aug 15). This allows a student to have enough time (typically one month) to prepare for the exam. Dr. Xinyu Liu is the IE coordinator for the Diagnostic Exam.

**Field Study Proposal Defense:**

The Department requires a D.E. student to complete Field Study Proposal Defense by the end of the third year. At the end of third year, the D.E. student will NOT be allowed to transfer to a master degree program.

A D.E. student has one year probation time if one does not complete it in three years. During the probation period, there will be no financial support from the Department. At the end of fourth year, if the student does not pass Proposal Defense, he/she will be converted into a master degree.

**Field Study Final Defense:**

The Department requires a D.E. student to complete Final Defense by the end of the fourth year. A D.E. student has one year probation time if one does not complete it in four years. During the probation period, there will be no financial support from the Department. At the end of five year, if the student does not pass Final Defense, one will be converted into a master degree.

## **IE Departmental Policy for Practical Training Applications**

The Department of Industrial Engineering at Lamar University supports the petitions for Optional Practical Training (OPT) and Curriculum Practical Training (CPT) for the graduate students in Industrial Engineering Program. The students who are applying either practical training option must first obtain approval from the department, usually by the respective graduate program advisors and then by the IE Chair.

For OPT applications, the department-approved application should be submitted to the Office of the International Student Services (OISS) for further processing through the US Citizenship and Immigration Service (USCIS). Due to the occasional postal delays occurred in the past that result in the denial of late applications received by the USCIS, the Department recommends that students submit their applications to the OISS at least one month before the deadlines set by the Office of Graduate Studies.

Before forwarding the CPT application to the OISS, the application must also be approved by the Director of Graduate Study of the College of Engineering after the Department's approval (Dr. Victor Zaloom). The Department of Industrial Engineering will approve the CPT applications based on the following policy:

1. An official offer letter including a job description and the start and end dates is required. Only the work context closely related to the student's degree plan will be granted approval.
2. The student must have completed at least two long semesters of graduate study at Lamar University.

**Optional Practical Training (OPT)  
&  
Curriculum Practical Training (CPT)**

**Applications**

**Request for Approval (RFA) Form**

**Name:** \_\_\_\_\_

**SSN No.** \_\_\_\_\_

**Practical Training Applying For:**    \_\_\_\_\_ **OPT**    \_\_\_\_\_ **CPT**

**Semester at LU:**                      Fall                      Spring                      Summer

**Year at LU:**                              \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

**For Fall and Spring CPT's, students must carry a full time academic schedule, and work no more than 20 hours per week.**

**LU IE Major:** \_\_\_\_\_

**Total Credit Hours Received:**

From LU IE Department: \_\_\_\_\_

From LU other department: \_\_\_\_\_

Transfer credit hours from: \_\_\_\_\_

**Grade Point Average:** \_\_\_\_\_

**Graduation Date:** \_\_\_\_\_

**IE Graduate Program Advisor:** \_\_\_\_\_

**Approval:**

**IE Faculty # 1:** \_\_\_\_\_

**IE Faculty # 2:** \_\_\_\_\_

**IE Department Chair:** \_\_\_\_\_

**Department of Industrial Engineering  
Guideline/Requirements on Deficiency Courses  
For New and Transfer Students**

(MEIE, MSIE, or MEM)

The following guideline and requirements are for new students and transfer students from LU other departments and from other universities in the U.S. or foreign countries, and these are additional requirements beyond basic requirements specified in the LU Graduate Catalog.

1. Table below contains a list of some possible deficiency courses for candidates who pursue the **Master of Engineering or Engineering Science in Industrial Engineering or Engineering Management** but did not have a Bachelor of Science degree in Industrial Engineering. Official transcripts will be used to determine which courses will be deficiency courses for individual candidates.

Course Number	Course Title	Deficiency (Yes or No)
MATH 2413	Calculus & Analytic Geometry I	
MATH 2414	Calculus & Analytic Geometry II	
MATH 2318	Linear Algebra I	
MATH 3301	Ordinary Differential Equations	
PHYS 2425	Calculus-based Physics I	
PHYS 2426	Calculus-based Physics II	
INEN 2273	Engineering Economy	
INEN 3320	Probability and Statistics	
INEN 3380	Work Design	
INEN 4300	Quality Improvement	
INEN 4345	Computer Integrated Manufacturing	

**Note:** A student may take deficiency and regular graduate courses at the same time if he or she has adequate background to take regular graduate courses.

**2. Academic Performance Requirement:** A student must earn grade of B or A for each deficiency course taken at Lamar University, otherwise the student must repeat the course until a B or A is achieved.

**3. Additional Requirement for Transfer Students:** GPA at 3.0 or better.

## **POLICY OF INDUSTRIAL ENGINEERING DEPARTMENT COMPUTER LABORATORIES**

The computer resources available through the Department of Industrial Engineering at Lamar University are intended for the use of students in their research and the course work offered by the Industrial Engineering Department *ONLY*. Failure to follow the policy below will result in immediately termination of access privileges.

### Users of these computing resources **WILL**:

- Use them in an ethical, courteous, lawful and professional manner;
- Make every reasonable effort to safeguard the security of the system by securing their user passwords and reporting security violations;
- Respect the rights of others;
- Adhere to copyright law;
- Be responsible for maintaining their own back-up copies of all files; and
- Refrain from wanton waste of resources such as printer papers and other consumables.

### Users of these computing resources **WILL NOT**:

- Share server login **IDs**, passwords and key access codes; It is against the State of Texas Law to share these information;
- Access obscene, pornographic or other objectionable materials;
- Install, upload, download, etc, ANY software without authorization from a member of the faculty of Industrial Engineering Department;
- Conduct ANY malicious, unlawful or unethical acts (e.g., sending threatening correspondences, gaining authorized access to other computers, etc);
- Tamper with the hardware;
- Bring food or drink into the lab facilities; and
- Use the computing resources in ANY knowing damaging manner.