

# Additional User Disk Quota (Disk Space) Policy

(June 20, 2008)

## Definition of Terms

- **Disk quota:** Each user's volume (home directory) has a quota assigned by the system administrator. This quota determines the maximum storage space allowed in the volume.
- **Actual space:** The amount of data currently stored on disk. The actual disk space used is typically less than the quota.
- **Over quota:** Condition which arises when a volume (home directory) has more actual disk space used than the volume's quota. Being over quota results in the operating system refusing to store any more data in the volume.
- **UNCC employee:** A member of UNCC faculty or staff. For the purposes of this policy the individual will most likely be a member of COE faculty or staff.
- **System administrator:** Any UNCC employee who has Mosaic system administration. The principal system administrator is the COE Assistant Dean for Engineering Computing.

## Additional User Disk Quota Policy

This policy will address the issue of additional user disk quota and the procedure for requesting, justifying, and recovering the same. All reasonable and justifiable requests will be granted as long as resources are available. This policy shall apply to all Mosaic users, including faculty, staff and students, but excluding system administrators.

## Intent of the Policy

The intent of this policy is to establish a reasonable framework and procedure to request and recover additional user disk quota in light of limited physical and personnel resources. The procedure must allow for uninterrupted progression of computational work relevant to the mission of COE as well as be implementable without undue burden on the system administrators' resources.

## Request for Additional User Disk Quota

To obtain additional user disk quota a formal request shall be submitted to the system administrator using the [on-line request form](#). The request shall contain the following information:

Requestor's Information

Login of sponsoring faculty (for students)

Brief justification of the request

Duration for the additional user disk quota

The amount of additional user disk quota requested

Within three business days of receiving the request, the system administrator shall process it and advise the requestor of the action taken with respect to the request.

During processing of the request the system administrator may request additional relevant information and may initiate a dialog for fact finding as it relates to the request. If there are alternative ways of accomplishing the desired end result, which do not require additional resources, the request may be denied at the mutual discretion of the system administrator and the requester. In case the principal system administrator and the requester cannot come to a mutual understanding, the Department Chair and the COE Assistant Dean for Engineering Computing will resolve the issue.

If sufficient physical resources are unavailable, the request may be denied. When additional user disk quota requests are denied because of unavailability of resources, the Assistant Dean for Engineering Computing will bring the matter to the COE Department Chair for resolution.

## **Justification of the Request**

The individual submitting the request is responsible for the accuracy and appropriateness of the request. The additional user disk quota shall be used for work which is in congruence with the mission of COE.

The justification will include a brief description of the work for which the additional user disk quota is requested, as well as the software application(s) that are likely to be used. In addition relevant information would include (if known and appropriate):

Problem/model size

Number and size of data files

## **Duration for the Additional User Disk Quota**

The duration for the additional user disk quota will be based on the specifics of the particular request. The maximum duration which will be granted shall be one year. If additional user disk quota will be required after this duration, a new request must be submitted to the system administrator.

The duration for the additional disk quota for **class projects** shall be limited to the semester in which the course is taught. The duration for the **senior projects** may be up to one year. The duration for **graduate projects** may be up to one year initially.

The typical duration end date for additional user disk quota will be the last day of the final examinations of the semester based on the requested duration and justification. It is the user's responsibility to backup or archive his/her data prior to the duration end date and reduce the actual disk space used.

All additional user disk quotas will automatically expire on the established duration end date.

## **Expiration of Additional User Disk Quota**

On the established end date or anytime afterwards as suitable, the system will automatically adjust the user's quota downward. The system will not remove any data at this time. This may result in the user's account being over quota, if the user has not reduced their actual disk usage below the new adjusted quota. At this time the user must reduce their actual disk usage to utilize the account fully.

## **Users Subject to Multiple Additional Quotas**

There will be some users who will need additional quotas for more than one project. Additionally, the duration of these projects maybe different. In these cases, the user's disk quota will be lowered after the expiration of the first duration end date. The new quota shall be the sum of the user's base quota and all the unexpired additional quotas.

## **Maximum Amount of Additional User Disk Quota**

The principal system administrator shall determine the reasonable maximum additional user disk quota based on the size of user data storage space, and other relevant factors. If, in the judgment of the principal system administrator, there is an overall disk space shortage, the matter shall be brought to the COE Assistant Dean for Engineering Computing.

## **When Your Additional Disk Quota Expires**

If you are given additional disk quota, that quota will expire at a predetermined time. (Your data will not be lost.) If at that time, you still need the additional quota, you have to submit a new disk quota request form.

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*Approved: 3 May 94 by the College of Engineering's Computer Equipment Facilities Committee*

*Revised: 20 June 2008 by the Assistant Dean for Engineering Computing*

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