

**CH 103 LABORATORY POLICY  
UNIVERSITY OF SOUTH ALABAMA**

Chemistry is fundamentally an experimental science. Laboratory activities help provide a setting within which students are encouraged to discover and analyze. In light of the importance of this activity the Chemistry Department has developed the following policies.

**A. SAFETY REGULATIONS FOR LABORATORY ACTIVITY**

1. All students are required to attend the Safety Orientation session prior to being allowed to work in the laboratory. At that session, the safety policies and dress code will be presented. All students must sign a copy of the Departmental Safety Policy which will be collected and maintained in the Chemistry Stockroom for the duration of the semester. **The safety rules will be vigorously enforced:** noncompliance will result in dismissal from the laboratory.
2. Attendance at the Safety Orientation is **MANDATORY – EVERY SEMESTER. No exceptions!**

**B. ATTENDANCE POLICY**

1. **CH 103 and CH 103L must be taken concurrently. If you DROP/WITHDRAW FROM EITHER THE LECTURE OR THE LABORATORY, you must also drop/withdraw from the co-requisite course. One course cannot be completed without the other.**
2. **ATTENDANCE** at ALL laboratory exercises is required. Attendance will be confirmed by BOTH your presence at the laboratory **and** by the instructor's signature on the data sheet at the completion of the exercise. Participation in the laboratory exercises is allowed only for those students present for ALL pre-lab instructions.

**C. LABORATORY GRADE**

1. The grade will consist of the average of the assigned laboratory report grades.
2. The lowest grade earned during the semester will be dropped at the end of the term
3. As a rule, make-ups are **NOT ALLOWED**, regardless of the circumstance. However, a student who must be absent for a **REQUIRED** University function must contact the Laboratory Manager as soon as possible prior to the absence to determine what, if any, accommodations can be made. Regardless, the drop grade must be used before any consideration will be made. (Any *extended absence* must be reported to the Dean of Students and will be addressed on a case-by-case basis by the Laboratory Manager.)
  - a. The drop grade will be used for a missed laboratory session.
  - b. More than one absence during the term will result in a grade of zero for each additional laboratory exercise missed.
4. The final lab course grade will be assigned on a standard A (90-100), B (80-89), C (70-79), D (60-69), F (< 60).
5. Laboratory **REPORTS ARE DUE** at the *beginning* of the next lab session following completion of the exercise **even if you cannot be present**. If necessary, the report may be submitted to the main office (Room 223) or the stockroom (Room 125) where it will be dated before being placed in the laboratory instructor's mailbox. When in doubt, contact your instructor. *Failure to submit a report will result in a grade of zero.*

**D. EQUIPMENT RESPONSIBILITY**

1. Students are responsible for their assigned equipment from the time of laboratory check-in until check-out . If you **WITHDRAW** from the course, request check-out by your Laboratory Instructor as soon as possible. Otherwise, you will check-out at the end of the term per published schedule (syllabus).
2. **CHECK-OUT:** After your instructor has checked your desk and locked it, you must **IMMEDIATELY** leave the laboratory, **go to the stockroom**, and clear your records. Payment for monies owed may be by cash, check or they may be applied to your PAWS account. Monetary charges owed to the department must be paid by last day of classes for the semester. After that date, any unpaid charges, including DCO's, will automatically be applied to your PAWS account.
3. If you do not complete your own check-out by the scheduled check-out date for your lab section, your laboratory instructor will do it for you, and you will be charged for missing items or items unacceptable (broken, chipped, dirty) for reissue **PLUS** a departmental check-out fee, (DCO), of \$50.00 .

**\*\*THE LAST OPPORTUNITY TO COMPLETE CHECK-OUT WITHOUT PENALTY IS THE DAY AND START TIME OF YOUR REGULAR SCHEDULED LAB PERIOD → APRIL 30-MAY 4**