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 lab. At that session, the safety policies and dress code will be presented. All students must sign a copy of the Student Responsibility Sheet 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 lab.
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 LAB, your must also drop/withdraw from the co-requisite course. One course cannot be completed without the other.
2. ATTENDANCE at ALL lab exercises is required. Attendance will be confirmed by BOTH your presence at the lab and by the instructor’s signature on the data sheet at the completion of the exercise. Participation in the lab 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 lab 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. (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 lab session.
   b. More than one absence during the term will result in a grade of zero for each additional lab 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. Lab 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 lab instructor’s mailbox. When in doubt, contact your instructor. Failure to submit a report will result in a grade of zero.

D. REQUIRED LABORATORY MANUAL
Chemistry in Context, 8th edition
Each student must have his or her own manual. NO photocopies are allowed.

E. EQUIPMENT RESPONSIBILITY
1. Students are responsible for their assigned equipment from the time of lab 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 equipment and signed your check-out sheet, go to the stockroom, and clear your records.
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. All monetary charges owed to the Stockroom will automatically be carged to your PAWS account.

THE LAST OPPORTUNITY TO COMPLETE CHECK-OUT WITHOUT PENALTY IS THE DAY AND ENDING TIME OF YOUR LAST REGULAR SCHEDULED LAB SESSION → SEE SCHEDULE.