

University of West Florida
Chemistry Department
Policies Relative to Organic Chemistry Laboratory Courses



A primary concern in any laboratory course is safety, including both instruction in safety and proper monitoring of student work in the laboratory. A second concern is to be certain that laboratory courses are conducted within guidelines set by State and Federal offices relative to the handling of hazardous wastes. It is with these concerns in mind that the following policies apply to all students enrolled in laboratory courses offered by the chemistry department.

- I. Generally, chemistry laboratories do meet during the first week of class for safety training and/or hazardous waste handling training. The department will not offer safety training at the convenience of individual students. It is the student's responsibility to attend safety training for the course in which the student is enrolled. ***If a student fails to attend the safety instruction offered during the first week of class and/or fails to pass a quiz dealing with safety issues (if given), the Chemistry department reserves the right to automatically drop or withdraw the student from the laboratory program.***
- II. Since important safety and procedural information is often presented in lectures at the beginning of laboratory sessions, students who arrive at scheduled laboratory sessions after "lab lectures" have begun may not be allowed to begin the experiment and thus may be considered "absent" from the laboratory session. The decision to permit a late-arriving student to perform an experiment will be at the discretion of the instructor.
- III. Procedures involving absences from scheduled laboratory meetings after the first meeting:
 - A. It is the student's responsibility to make arrangements for a makeup lab. If at all possible, notification of the instructor by phone, email or in person should occur in advance. If advance notice is not possible, then the instructor must be contacted within one week of the missed lab period in order to discuss possible arrangements.
 - B. Makeup experiments will be approved only for valid, documented reasons.
 - C. There are two possible ways in which approved "makeup's" for CHM2210L/CHM2211L will be handled:
 1. If this makeup is approved before the lab is "dismantled", the student will be allowed to conduct the missed experiment. *Note that the solutions and equipment for a particular experiment may be dismantled in as short a time period as two days.* Makeup experiments will *only* be conducted during other regularly scheduled lab times. Both the student's assigned instructor and the instructor of the alternate lab section must approve all makeup experiments. A student may obtain a "makeup permission" form from his/her assigned instructor. If the instructor of the alternate laboratory section can accommodate the student, the form will be signed by that instructor and the form should be returned to the assigned instructor when the makeup experiment is completed.
 2. If this makeup is approved after the lab is dismantled, the exact procedure will depend on the circumstance, and will be at the discretion of the instructor. For example, missing the first week of a two-week experiment would be handled differently from missing the second week. Whatever is arranged will not negatively effect the student's grade in the course.
 - D. An automatic "zero" on the experiment will be received for an unexcused absence. If a student has two unexcused absences during the semester, the highest grade that he/she can receive in the laboratory course is a "C". Three unexcused absences will result in an automatic failure of the laboratory course.
- IV. Students are reminded that CHM2210 is a pre- or co-requisite for CHM2210L. If a student decides to withdraw from the lecture course, he/she must also withdraw from the laboratory course. This policy holds true for many course combinations in the department specifically including CHM2046/CHM2046L, CHM2210/CHM2210L and CHM2211/CHM2211L.