

## Department of Chemistry Laboratory Policy

The following will apply to all courses that have a practical laboratory component. A practical laboratory component is distinct from the lecture and is not a tutorial based component such as is often the case for mathematics laboratories. The courses for which this policy applies are indicated on the course descriptions page.

1. Attendance is mandatory for all chemistry laboratories. Students must attend lab at their registered lab section/time.
2. The laboratory component will have a value between 10 and 40% of the total grade for the course as determined by the instructor and/or department.
3. To receive a passing grade for a course, a student must obtain a grade of not less than 50% of the value in both lecture and laboratory components. For example, in a course where the lecture portion counts for 80% and the laboratory component 20%; to qualify for a passing grade the student must achieve as a minimum 40/80 in the lecture portion and 10/20 in the laboratory portion.
4. A student who achieves more than 40% in the lecture portion (i.e. 32/80 in the above example) and more than 60% in the laboratory portion (12/20 in the above example) will be eligible for an exemption from the laboratory portion if she/he repeats the course within a 12 month period. The previous mark for the laboratory portion will carry forward to this (these) subsequent repeat(s) of the course (within a 12 month period). After 12 months, the laboratory grade will no longer carry forward and if a student repeats a course, she/he will be required to complete the laboratory portion as well. This does not preclude a student who is eligible for an exemption from repeating the laboratory portion in an attempt to achieve a higher grade.
5. Under no circumstances will a student receive an exemption from the lecture portion of a course.
6. Students are expected to attend all lab sessions unless they are incapable of doing so, such as due to illness or traveling on official CBU business. In case of illness, a doctor's note is not required. Students who missed a lab must contact the lab instructor within 24 h of the missed lab; otherwise the students may receive a grade of 0 for the missed lab. In the case of traveling on CBU business, or other acceptable reasons, advance notice must be given to the lab's instructor as soon as possible to allow for alternate arrangements for the missed lab; otherwise the students may receive a grade of 0 for the missed lab. Wherever practical, missed lab work should be made up so that the students have the opportunity to learn the skills and teaching objectives of the missed lab; it is the responsibility of the students to make arrangements with their lab instructor.

The option of alternate arrangements for missed labs has the following requirements:

In order to qualify for alternate arrangements of a missed lab, a student must have completed labs (i.e. performed experiment and handed in required assessments) which account for at least 60% of the available points in the lab grade.

**Alternate arrangements cannot be used to replace more than two (2) missed lab sessions for the lab grade.**

**Any labs missed beyond the maximum number of excused labs or failure of timely notification of missed lab by the students will be given a grade of zero.**

### **First year Lab Policy:**

- a) All first year students are required to purchase a 100% cotton lab coat which is available from the Cape Breton University book store. Students must also be fully clothed with no exposed skin on feet and legs. If a student arrives unprepared for lab (no lab coat, improper and unsafe clothing/footwear) he/she will be asked to leave the lab. If a student is asked to leave the lab, he/she may only make this lab up if space is available in another lab session, in the same week. Alternate arrangements will not be permitted at the end of the term if a student had missed a lab because he/she arrived at the lab unprepared.
- b) Students must attend the first lab session that is scheduled for the course. Vital laboratory safety and lab policy information is covered during this lab period that all first year students must know. If a student misses this first lab session he/she must contact the lab instructor and if possible attend another lab section during the first initial week of lab. If a student is unable to attend an alternate lab section in the same week, he/she will be expected to attend a safety talk before attending the next lab session. Time/location of this talk will be announced.
- c) Students must arrive at lab on time. If a student misses the majority of the prelab lecture he/she may not be permitted to attend this lab session. This will be at the discretion of the lab instructor.
- d) If a student misses a lab he/she must contact the lab instructor within 24 h of the missed lab; otherwise the students may receive a grade of 0 for the missed lab. If possible the missed lab may be made up in the same week that the missed lab was scheduled, if space is available in another lab section. If the lab is 'made-up' by the student within the same week, it will not be considered a 'missed lab.'

However, if the lab cannot be made up in another section, in the same week, alternate arrangements will be scheduled at the end of the term during the last week of class, with the time to be determined by the instructor.

- e) If a student misses the first three consecutive lab sessions, the student will be referred to the Dean's Office and will not be allowed to continue on with the lab/course without permission from the Dean of SS&T.
- f) Alternate arrangements may include, but is not limited to, make-up lab, laboratory examination, extra laboratory report or oral examination.
- g) It is at the discretion of the lab instructor to decide whether a lab is made up in accordance with the statement about missed labs provided to the student in the course syllabus and/or lab outline during the first lab period.

**Second, Third and Fourth Year Lab Policy:**

All Chemistry 2301/2303 students are required to purchase a 100% cotton lab coat which is available from the Cape Breton University book store. Students must also be fully clothed with no exposed skin on feet and legs. If a student arrives unprepared for lab (no lab coat, improper and unsafe clothing/footwear) he/she will be asked to leave the lab. If a student is asked to leave the lab, he/she may only make this lab up if space is available in another lab session, in the same week. A make-up lab will not be permitted at the end of the term if a student has missed a lab because he/she arrived at the lab unprepared.

It is at the discretion of the lab instructor to decide whether a lab is made-up or an alternate arrangement is provided in accordance with the statement about missed labs in the course syllabus and/or lab outline. Alternate arrangements may include, but is not limited to, a make-up lab, laboratory examination, extra laboratory report or oral examination.

Details on missed labs and, if applicable, alternate arrangements for missed labs will be stated in the course syllabus and/or lab outline.