

Chem. 2521 Laboratory Make-up Procedures: Fall 2005

1. A lab experiment may be made up the week the experiment is missed or the week following the missed experiment. **There will be no exceptions to this rule.**
2. The student *must* see the course instructor to schedule a make-up time. This must be done **at least 24 hours prior to the scheduled make-up lab.**

**Instructors' Procedure:**

1. **Student must make up the lab exp. in the lab room containing his/her drawer if the student will need his/her own glassware to do the exp.**

2. **If lab made up during week experiment is scheduled:**

- a. If there are less than 18 students working in the lab, student may work as a three-some, using glassware in temporary partners' drawers or alone if there is an empty hood.

Instructor will email student's TA and the make-up TA, informing them of the scheduled make-up at least 24 hours before lab.

- b. If there are 18 students in lab (full lab), student must work in Dave's hood. Student must transfer glassware from his/her drawer to Dave's hood.

Instructor will email Dave, Neil, and TAs 24 hrs. before lab.

3. **If lab made up the week following the scheduled experiment:**

Student must work in Dave's hood, transporting glassware from his/her drawer to Dave's hood.

Make-up TA will provide reagents for the experiment, contacting Dave if necessary.

Instructor will email Dave, Neil and TAs 24 hours before lab.

4. **There will also be a make-up lab scheduled for Monday, Tuesday and Wednesday morning of Thanksgiving week.**