

Organic Lab Make-up Policies and Procedures

MAKING UP LABS. TAs have absolutely no authority on making up a lab. There are no scheduled make-up periods in the Organic Lab. Make-ups are done during other lab sections on a space-available basis. Make-ups are therefore reserved only for those people who have a serious reason for missing their regularly scheduled lab period. You must provide a valid reason for a make-up. Written documentation (e.g., a note from a doctor or dean or coach) is almost always required. If a second lab is missed, written documentation will absolutely be required. Studying for exams and extending vacations are not acceptable excuses for missing a lab period. If an exam is scheduled for another course during your lab period, it is the responsibility of the instructor of that course to offer you a make-up exam. Note that per University policy, students who will miss labs for religious observances must notify us one week prior to the holiday and preferably at the beginning of the semester. This is necessary so that we can accommodate larger numbers of students who might miss lab on a religious holiday.

Always contact Manju (msharma@cns.umass.edu) ahead of a missed lab if possible (contact information below). That will allow you to make up the lab when another section is performing the same lab. All labs must be made up within one week of the day the lab was missed. Unless you have made arrangements with Manju, after one week that work will be considered to be late and you will lose credit at the rate of one point per day. After five more days you will receive a zero for that experiment. If your situation is complicated and you need to miss more than one lab period, you are strongly advised to contact the Dean of Students or your academic dean and ask her or him to provide Dr. McDaniel with a note. Doing this as soon as a problem arises will make it easier for you and us to handle the situation.

PROCEDURE FOR REQUESTING A MAKEUP LAB: For a planned absence, contact Manju (by e-mail only msharma@cns.umass.edu) well before missing a lab period. For an unplanned absence, contact Manju (by e-mail only msharma@cns.umass.edu) immediately after missing the lab. Include the name of your TA, the name and date of the missed lab, and the days on which you are able to make it up. Explain your reason for missing the lab. If permission is granted, you will be given a time and day for the make-up.

Submit this electronic (fillable pdf) "Make-up Request Form" to Manju by email only (see below). She will assign you a workspace and provide the necessary chemicals. If you do not arrive at the scheduled time and have not made previous arrangements to be late, your workspace may be forfeited. Always have the supervising TA sign and date your notebook. As in your normal, scheduled lab section, unless the notebook is signed, the work will not be given credit.

Make-up Request Form

(this IS A FILLABLE PDF form (must be opened with Adobe Reader) and emailed prior to Manju before any make-up work may be done)

Your Name _____

Name of your TA _____

Date Lab Period Missed _____

Title of Experiment Missed _____

I herein state that the reason for missing my regularly scheduled lab period is truthfully given below. I fully understand that extending a vacation, studying for an exam, or carrying out any other work are not valid reasons for missing a lab period, and that if the reason given below is determined to be untrue, I am subject to disciplinary action as described in the document, "UMass Undergraduate Rights and Responsibilities." After filling this out this form, save it, then attach to an email to Manju.

Reason for missing the lab period (attach any supporting documents to email if requested):

Type your full name

Date