

Laboratory Requirements & Policies

ATTENDANCE

Attendance is required for all chemistry laboratories. Students who fail to attend the first laboratory period may lose their spot in that particular lab section to make room for others.

CHECK-IN / CHECK-OUT

Check-in will occur during the first lab period. Students who check in after the first lab period will be charged a late check-in fee of \$5.00. All students are also required to check-out of lab. Students who withdraw from the lab should check-out at that time. All other students will check-out during their last lab period. Students failing to check-out will be charged a \$20 fee, in addition to any other charges they may have accrued.

SIGN IN / SIGN OUT

Students are required to sign in at the beginning of each lab. Sign out is required when the student has completed lab work for the period.

REPLACEMENT CHARGES

Students will be charged the replacement cost for any broken/lost items. Students will receive a statement of all fees/charges owed upon check-out. Payments can be made online through PAWS or by visiting Student Accounts located in Sparks Hall.

MAKE-UP LAB POLICY

Permission to make-up a missed lab will be granted only for excused absences. Determination of what constitutes an excused absence will be at the discretion of the Lab Instructor. If the instructor chooses to grant a make-up, he/she will give the student written permission to attend another section of the same lab type. The student is to check the schedule to determine which lab to attend for the make-up. Upon arrival to the chosen section, the student is to present the written permission to the Lab Instructor or Lab Coordinator of the desired make-up section, who will admit them if space is available. Students in 1151/1152 labs should make up their labs ASAP, while supplies from the missed experiment are still available. Students in project labs (all labs except 1151/1152) work at their own pace, and thus may not need to attend a make-up lab. Therefore, these students will not be allowed to attend make-up sessions prior to drop day.

The following items are required for admittance to the first lab period:

SAFETY GLASSES or GOGGLES

Students are required to purchase a pair of safety glasses or goggles meeting ANSI 87.1 standards. *State law requires that safety glasses or goggles must be worn AT ALL TIMES in the laboratory.* Students who fail to comply may be removed from the lab. Glasses/goggles may be purchased from the GSU Bookstore, Georgia Bookstore and most Hardware stores. Students who break, lose or forget to bring their glasses may purchase a pair at cost from the Lab Coordinator at any time during the semester (supplies permitting). **Note: If you wear them, you buy them!** For hygienic reasons, glasses may not be borrowed. Charges will be noted on the student's breakage card, for payment at the end of the semester.

LAB MANUALS

Lab manuals are provided to students by the department, as an expendable supply included in the cost of the lab fee. Students must be registered for the course in order to obtain a lab manual. **DO NOT purchase a lab manual from the bookstore!** Replacement lab manuals will be available to students at cost from the Lab Coordinator. Charges for replacement manuals will be indicated on the student's breakage card, for payment at the end on the semester.

BOUND NOTEBOOKS

Bound notebooks are required for all project and upper level labs (CHEM 1151/1152 do not require a bound notebook). Check with your instructor about whether a bound notebook is required, and which notebooks will be acceptable for your class. Notebooks can be purchased from the GSU Bookstore, and many other bookstores, and must be brought to the first and all subsequent lab periods. If you would like your graded lab notebook returned to you, please check with your lab instructor. Instructors are encouraged to keep graded lab notebooks in their offices for students to retrieve. Some instructors prefer to place graded lab notebooks in the main office for retrieval. Please note that due to space constraints, notebooks left in the main office will be discarded one week after the last day of finals.