

Make-up Policies and Procedures

Make-ups: Twenty percent of your TA grade is comprised of a subjective evaluation of your work (technique grade) by your TA, so it is very important for you to do your work during your normally-scheduled section. There are no scheduled make-up periods in the Org Lab. Make-ups are done during other lab sections on a space-available basis. Many lab sections are often full or nearly so. Make-ups are therefore reserved only for those people who have a valid reason for missing their regularly-scheduled lab period. You must present a convincing reason in your request for a make-up. Written documentation (e.g., a note from a doctor or dean) will normally be required. Only in rare cases should anyone miss more than one regularly-scheduled lab period. If a second lab is missed, written documentation will 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. Labs must be made up within one week of the lab period which was missed. Unless you have a legitimate excuse, and arrangements are made with your course instructor, after one week that work will be considered to be late and will lose credit at the rate of 1 point per day. After 5 days past the one week make-up time, 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 and ask her or him to provide the course instructor with a note. Doing this as soon as a problem arises will make it easier for you and your instructor to handle the situation.

Procedure for requesting a make-up. For a planned absence, well before missing a lab period, contact Don Taylor (taylor@chem.umass.edu or in person - LGRT-304) to request a make-up. For an unplanned absence, as soon as possible, contact Don Taylor (taylor@chem.umass.edu or in person) to request a make-up. Give Don the name of your TA, the name and date of the missed lab, and the day on which you wish to make it up. Explain your reason for missing the lab, and ask Don for permission to do a make-up. If permission is granted, Don will arrange a time for the make-up. On the day of your make-up, come to lab well prepared sharply at 1:25 and submit the "Make-up Request Form" to Don. He will assign a work space to you and provide the necessary chemicals. If you do not arrive at 1:25 and have not made previous arrangements to be late, your work space may be forfeited. Always have the supervising TA sign and date your notebook and make an assessment of your lab technique. This will document that you have done the experiment. Unless the notebook is signed, the work will not be given credit.

Make-up Request Form

(this form must be presented to Don Taylor 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".

Reason for missing the lab period:

(attach any supporting documents if available)

Your Signature _____

Date _____

(8/06 rev)