

**KWANTLEN POLYTECHNIC UNIVERSITY**  
**RICHMOND CAMPUS**  
**CHEMISTRY LAB POLICIES**

- 1) Students who are more than 5 minutes late WILL NOT be allowed to perform the lab and will receive a mark of zero.

THERE ARE NO MAKE UP LABS.

- 2) ALL labs must be completed. Students who fail to complete the experimental work for any of the labs will be assigned an incomplete.

An incomplete lab will result in a maximum overall course mark of C-.

- 3) Students who miss a lab MUST contact their lab instructor by the end of that day (e-mail, phone, in person) in order to upgrade from an incomplete to a mark of zero.

Failure to contact the lab instructor will result in an INCOMPLETE.

- 4) Exemptions from a missed lab require a doctor's note or another acceptable proof of absence.

Students who are deemed exempt from the lab will not be penalized.

- 5) Students who miss more than three labs *for any reason* will receive an incomplete for the laboratory portion of the course.

- 6) Late marks are assigned as follows:

-1 mark for every 24 hours the lab is late.

Zero if the lab is more than 5 days late (weekends do not count).

- 7) Students who have not attempted the pre-lab will not receive any help on reports that are due at the end of the lab.

- 8) Plagiarism of any kind will not be tolerated. Evidence of copying old lab reports or another classmate's report will result in an automatic mark of zero, along with disciplinary action as per Kwantlen Polytechnic University policy C.8 Plagiarism and Cheating.