

BIOLOGICAL SCIENCES LAB ADMIT POLICY

1. You are expected to attend the lab section for which you are registered.
2. If you are going to miss your lab, notify your instructor immediately by e-mail.
3. You must have a **valid, documented excuse** for missing your regular lab section to be allowed to make up a lab without penalty. **The validity of excuses for missed labs or assignments will be determined only by the lab coordinator or the BSP office staff. Lab instructors will refer these matters to the office staff or the lab coordinator.**
4. If you have documentation, you can make arrangements to attend another lab section for that week. Go to the Biological Sciences Program office (210 Carr Hall) to obtain a lab admit form. The staff will arrange with you which makeup lab section you will attend.
5. You must present the admit slip to the instructor when you attend the makeup lab section. You will take the makeup quiz on these admit slips.
6. **Labs generally have to be made up the same week as the lab you missed.** If you have a valid excuse for missing your lab and are unable to make the lab up during that week, you should discuss this with your lab instructor. The instructor and the laboratory coordinator will decide what steps to take to make up the deficiency.
7. If you do not have documentation for missing your lab, you *may be* given the opportunity to makeup assignments of graded materials **at the discretion of the lab coordinator**. This work will be done outside of the laboratory and will be penalized 20% of the total points. Missed quizzes cannot be made up.