

1 August 2023

### **POLICY REGARDING ABSENCES, EXEMPTIONS, AND EXTENSIONS**

By registering in the course & section, you have implicitly agreed to attend at the designated meeting times and to submit the required work by the published deadlines. We recognize that circumstances beyond your control can impede your ability to meet these obligations. The following is a guide as to how you might reasonably expect alternative procedures to be applied. It is not meant to be an all-encompassing document - merely an indication as to how the Senior Laboratory Instructors will approach such issues.

In general, only medical or compassionate grounds will excuse you from meeting a deadline or completing laboratory work. The amount of work excused or re-scheduled will depend on the severity of the circumstance.

When you know that you are going to be absent from a scheduled class, for whatever reason, then contact the relevant Senior Lab Instructor as soon as possible. Contact may be made by email, phone, written note or in person. Please give sufficient information so that you can be given a prompt reply. If you fall ill during a class, leave a note addressed to the SLI with the lab instructor.

Absences and extensions will be considered in the light of:

- (a) how much the circumstance is within the choice or control of the student.
- (b) whether the same benefit could be extended to other students in the course in a similar situation.
- (c) whether space is available for rescheduling. Rescheduling is not automatic, and if granted, may be for a reduced grade.

Please bear in mind that in order to pass a laboratory or tutorial course you must complete and have graded at least 70% of the work assigned, regardless of circumstance. This ensures that a passing mark also reflects a competency on the bulk of the course material.

Without an exemption from the relevant Senior Lab Instructor, all work not completed, or not handed in, will be given a mark of zero.

You are encouraged to consult with the Senior Lab Instructor if you are in need of special considerations through a temporary or permanent disability.

The Senior Lab Instructors are:

Dave Berry, ELL334c, phone 250-721-7170, email [berryde@uvic.ca](mailto:berryde@uvic.ca)  
Inorganic Chemistry (Chem 260 & 362) & Lab Supervisor

Kelli Fawkes, ELL334e, phone 250-472-5212, email [fawkesk@uvic.ca](mailto:fawkesk@uvic.ca)  
Spectroscopy (Chem 260 & 362)

Michelle Mills, ELL334a, phone 250-721-7172, email [mbmills@uvic.ca](mailto:mbmills@uvic.ca)  
Organic Chemistry

Mehraveh Seyedalikhani, ELL334d, phone 250-721-7175, email [mehraveh@uvic.ca](mailto:mehraveh@uvic.ca)  
Introductory Analytical (Chem 212), Analytical Chemistry (Chem 361) & Physical Chemistry (Chem364)

Michele Lemos de Souza, ELL229a, phone 250-721-7194, email [firstchemlab@uvic.ca](mailto:firstchemlab@uvic.ca)  
First Year Chemistry (Chem 101, 102) and Engineering Chemistry (Chem 150)

## POLICY ON CHEATING AND PLAGIARISM

There are many forms of beating the system that are considered unacceptable methods of gaining credit. Experience has shown that it is impossible to define every version, and therefore each case tends to be judged separately. The overall aim is to prevent unjustified credit being obtained for work that is not one's own.

The penalties for *attempting* to gain unjustified credit must necessarily appear harsh. All instructors must refer suspicious situations to the Senior Lab Instructor responsible for that course. **The penalties that may be applied include a mark of zero for the experiment in question or a grade of “F” for the course.**

The notes below give typical chemistry lab examples of situations that may help to clarify the broader definitions given in the University Calendar.

- i) It is unacceptable to submit samples not prepared by the author; to record data from samples not prepared by the author without giving due credit to the donor; to present someone else's data without acknowledging credit (with or without their knowledge); to falsify data.
- ii) It is unacceptable to copy written material without using quotation marks; to copy ideas or facts from any source without acknowledging credit; to use another report (be it marked or not) as a source of information.
- iii) It is unacceptable to copy, or minimally paraphrase, large sections of text from any source, even if it is referenced and within quotation marks. You are expected to reprocess any reference material that you consult, so that the result is a combination of the information that you have discovered, expressed in your own words to demonstrate your own understanding and the facts are appropriately referenced.
- iv) There is a fine distinction between (a) discussing an assignment before an answer is attempted and (b) producing a collaborative effort. Even if collaborative discussion has taken place, the material submitted for assessment must be the result of the author's individual effort.
- v) A person who supplies, knowingly or not, material that is used by someone else to cheat is considered to be equally accountable, and will be subjected to similar penalties.

Please be aware that you are responsible for keeping your work secure. Do not save files on computers with no protected access.

More information can be found in the following resources:

UVic's [Policy on Academic Integrity](#)

The Library's [plagiarism guide](#)