

STUDENT OBLIGATIONS

Students are expected to be familiar with the general policies and guidelines of the Department of Chemistry & Chemical Technology regarding laboratory and classroom comportment (pages 5 of this Outline), as well as with the College Policies on students' rights and obligations, cheating and plagiarism, and literacy, as outlined in the College's Institutional Student Evaluation Policy (ISEP).

1. Students must not talk to or communicate with their classmates when the classroom or pre-lab lecture is in progress. The lecture begins precisely at the assigned time or as soon as the lecturer enters the classroom.
2. Students must remain in their seats during classroom lectures and give their full attention to the lecturer.
3. Students must not leave the classroom before the lecture is completed without notifying the teacher at the beginning of the class. The full lecture period is required for your teacher to do an effective job of presenting the course objectives.
4. Students must be on time for a lecture unless there is a valid reason. Any student who does arrive late must be seated as soon as possible near the door of the classroom with minimum disruption. At the end of the lecture, this student must speak to the teacher about the late arrival.
5. For late arrivals at the laboratory sessions, the student must see the teacher immediately after entering the lab. The teacher may refuse to allow the student to carry out the experiment.
6. A student may leave the laboratory with permission for very short periods of time only if his or her partner is tending to the experimental set-up.
7. During laboratory sessions all students should remain, as much as possible, near their workstations, and work in a quiet non-disruptive fashion.
8. Classroom or laboratory assignments or reports must be submitted on or before the deadline dates.
9. Students are expected to write all tests, quizzes and final exams at the times scheduled by the teacher or the College. Teachers are not obliged to re-schedule tests, quizzes or examinations to satisfy individual student preferences.
10. There will be no make-up classroom tests or quizzes. In such cases where a student misses a test or quiz with valid reason, the teacher may arrange an alternative marking scheme for the student in question.
11. Students are responsible for all course material and announcements missed when they take an intensive course or for any other reason.
12. Your teacher has the right to ensure order and safety in the classroom and lab, and will take appropriate action to remedy any situation which arises because of non-compliance with the above regulations. Dismissal from the classroom or the laboratory is a legitimate option on the part of the teacher. The student will then be required to meet with the Chairman of the Department of Chemistry & Chemical Technology who will decide on any future action to be taken.
13. The use of cell phones and unauthorized electronic devices is forbidden in the classroom and laboratory.

Everyone has the right to a safe and non-violent environment. Students are obliged to conduct themselves as stated in the Student Code of Conduct and in the ISEP (Section II-D), regarding the roles and responsibilities of students.