EXSC Instructional Laboratory Policies

Attendance to & participation in all laboratory sessions is mandatory.
- If you are not prepared to participate, or if you refuse to participate without an acceptable (as determined by Lab Instructor) written excuse, you will be penalized 10% of the total points possible on the lab report for that lab (first offense). Each subsequent offense will be penalized an additional 10% (2nd = -20%, 3rd = -30%, etc.).
- If you arrive more than 20 minutes late to class, you will be considered absent for that lab.

Quizzes & Exams:
- Quizzes will be given at the beginning of each lab; no extra time will be given for students arriving late.
- Calculators will be provided for quizzes and exams; you may not use your own.

Lab Reports:
- Lab reports are due at the beginning of class. If you are late, your lab is late.
- If a lab report is due the day you miss a lab (excused or not), it is still due on time or earlier.
- **This department does NOT accept late labs.** Exceptions can sometimes be made, under rare circumstances, and these exceptions are made at your Lab Instructor’s discretion. If accepted, 20% of the total points possible will be taken off for each day it is late.
- Labs must be given directly to your Lab Instructor. The Kinesiology office will not accept lab reports.
- **If you disagree with the grading of a lab report, you have one week from the day it is returned to you to discuss it with your lab instructor for a grade change consideration.**

Excused Absences:
- If you are excused by your Lab Instructor for missing lab, you may attend another lab section during the same week to make up the lab and quiz. **Prior to making up the lab, your Lab Instructor must be notified as to which lab you will be attending.**
- To be excused from missing a lab, you must:
  a. Notify your Lab Instructor on or before your regular scheduled lab day.
  b. Provide acceptable written documentation of your absence. Excused absences are granted at your Lab Instructor’s discretion.
- A maximum of TWO absences may be excused and made-up per semester.
- Attending an overlapping course is not a sufficient reason to justify an “excused” absence.

Missed Labs:
- Excused & lab made up: no penalty
- Excused & lab not made up: if there was a quiz, it must be made up the same week -10% of the points possible on the report for the lab you missed (miss 1 part of a 2-part lab: -5%)
- Unexcused:
  if there was a quiz, it cannot be made up -100% of the points possible on the report for the lab you missed (miss 1 part of a 2-part lab: -50%)

Religious Holidays:
- In the event that a religious holiday coincides with a Kinesiology lab, you may be excused from the lab. The absence will be treated as an “excused absence” (please see above for details).
- Your lab instructor MUST be notified in advance.
- If a lab report is due the day of a missed lab, it is still due ON TIME or earlier.
Academic Integrity Violations

Please read the following carefully!

- **ZERO TOLERANCE FOR ACADEMIC INTEGRITY VIOLATIONS**
  Academic dishonesty/misconduct (plagiarism, cheating, unauthorized collaboration, etc.) will not be tolerated. All academic integrity violations will result in a grade sanction and will be reported to the Office for Student Judicial Affairs, **NO EXCEPTIONS**!

- Lab reports and assignments should be done completely on your own and written in your own words. Data collection is a group project, but report writing is not. Unauthorized collaboration is considered plagiarism and will be reported.

- It is your responsibility to “reasonably” protect your own work from the plagiarism of others.

- If plagiarism is detected on a group project, all members of the group will be held responsible.

- You are expected to be familiar with the Academic Integrity guidelines found in the current SCampus (student guidebook). An electronic version is available at http://usc.edu/scampus.

Please contact the Kinesiology Laboratory Director with any questions or concerns regarding departmental policy. Office hours are by appointment.

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