Administrative Procedures for CHEM 450
Revised February 2020
Please detach and retain for your information

Eligibility
Students must have completed 60 credits including the 45-credit core Chemistry or 48-credit core Biochemistry programme (or equivalent) with a minimum G.P.A of 3.30 in these core courses. Students must be enrolled in an honours programme or have written permission of the Department (obtained from the CHEM 419/450 coordinator).

Checklist
- 60 credits completed
- Core programme complete
- G.P.A. ≥ 3.30 (in programme courses)
- Registered in Honours (or Departmental permission)

NOTE: THIS APPLICATION DOES NOT CONSTITUTE AN APPLICATION FOR HONOURS WHICH INVOLVES A SEPARATE FORM

Procedure for Registration
In the academic session before the one in which you intend to undertake the project you must complete sections 1 and 5 of the Request for Authorization to Register for a Senior Project form (attached) and return this to Lisa Montesano (SP-201-01) with a current transcript for pre-approval. This decision will be made by the coordinator based on your eligibility according to the criteria above.

CHEM 450 is a six credit course which can be taken in either one or two semesters. If a student opts for a two semester project, the registration session and dates between which the project is to be carried out are not necessarily the same. For example, for a project carried out over the winter and summer, a student would register for all six credits in the summer semester. **You must register all 6 credits in the term in which you will be completing your project (exception: Fall-Winter/3).**

Once you have obtained pre-approval you must find a supervisor for your project. It is recommended that you consult the Departmental website for information about the research areas of the faculty. You should then approach faculty whose research interests you and enquire as to availability of positions. Once you have been accepted to work in a research lab, your faculty supervisor must complete section 3 of the form. The form is then returned to the Lisa Montesano, after which registration for CHEM 450 will be approved and you will be notified of your registration.

Checklist (in order)
- Obtain the Request for Authorization to Register for a Senior Project form
- Complete sections 1 and 5 of the form
- Attach a current transcript
- Submit form for pre-approval
- Supervisor completes section 3 of the form
- Return form for final approval and registration

Please note: applications will not be processed unless all required sections are completed and a transcript attached.

Contacts
Department Assistant, Room: SP 201.01 Tel: 848 2424 ext. 3366

Dr. Pat Forgione, Senior Projects Coordinator, Room SP. 275.11 (pat.forgione@concordia.ca)
REQUEST FOR AUTHORIZATION TO REGISTER FOR A SENIOR PROJECT

SECTION 1

Name of Student ___________________________ I.D. ___________________________

☐ Honours ☐ Chemistry

☐ Specialization ☐ Biochemistry

☐ Major

Program

Telephone ___________________________ E-mail ___________________________

Course (Circle one) ☐ CHEM 419 ☐ CHEM 450

Start Date: _______________ End Date: _______________

☐ One-Term ☐ Two-Term

CHEM 419

☐ Core programme complete

☐ G.P.A. ≥ 2.00 in core

CHEM 450

☐ 60 credits completed

☐ Core programme complete

☐ Registered in honours or

☐ Requesting departmental permission

(G.P.A. ≥ 3.30 in programme courses)

I HAVE READ AND UNDERSTOOD THE ATTACHED ADMINISTRATIVE PROCEDURES

(electronic submission of this form by e-mail or via website will be recognized as signing the form)

Signature of Student ___________________________ Date _______________

SECTION 2

Core courses completed ___________________________ GPA _______________

Student has met the CHEM 450 / CHEM 419 eligibility requirements and is pre-approved.

Conditions: ___________________________________________________________

Checked by: ___________________________ Date _______________

SECTION 3

I agree to supervise the above student during the semester indicated. The necessary equipment/reagents for the proposed work are now or will be in place prior to the start of the project.

Internal Supervisor ___________________________ Date _______________

(Print) (Signature)

External Supervisor (If applicable) ___________________________ Date _______________

(Print) (Signature)

E-mail (external only) ___________________________ Tel ___________________________

Start Date: _______________ End Date: _______________

☐ One-Term ☐ Two-Term

SECTION 4

Student request is ___________________________ (approved/denied)

Approval: ___________________________ ☐ Logged

☐ Coded

Date: ___________________________ ☐ E-mailed

Registration Session ☐ /1 (summer) ☐ /2 (fall) ☐ /3 (fall/winter) ☐ /4 (winter)
## Section 5
### BIOCHEMISTRY

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<th>Credits</th>
<th>Grade Obtained</th>
<th>Semester to be taken (if not yet completed)</th>
<th>Grade Points (out of 4.3)</th>
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**SPECIALIZATION**

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* CHEM 221, CHEM 222 or replacements if exempted from these courses
** Additional 400-level Biochemistry courses, must complete 6 credits of the 9
Note: CHEM 419 (Specialization) / CHEM 450 (Honours) replaces either CHEM 477 or BIOL 466 plus an elective