

Clinical Chemistry Certificate Completion Instructions | Cleveland State University

1. Fill out the form at the beginning of the semester in which you will be graduating, as it must be submitted by the chemistry office staff by the 6th week of that semester.
2. Email Dr. Anderson to have him forward the form to you.
3. The form has been pre-filled out with the name of the certificate and the courses in the certificate program. You will need to add to the table:
 - a) the semester/year that you took the courses; abbreviate with one/two letter(s) for the semester and the last 2 digits for year (such as F21, Sp22)];
 - b) the letter grades that were received; if the course is being taken in your graduating semester, then indicate TBD (to be determined) for the course grade.
4. If you completed the Pharmaceutical Analysis Laboratory course (CHM 557) (3 credits) instead of the Biotechnology Techniques course (4 credits), modify the table to indicate the CHM 557 course (with its name) and adjust the total credits to 32.
5. Some of you took Special Topics in Analytical Chemistry (3 or 4 credits) as the Clinical Laboratory Topics: Instrumentation and Quality Operation (CHM 658/758) course prior to it being listed as an official course. Modify the table with the name of the course that you completed and make sure the total credits are modified, if necessary.
6. After filling out the form, email it back to Dr. Anderson. He will check it for accuracy and submit it to the chemistry office staff, who will obtain the signature of the Graduate Program Director and then submit it to the College of Graduate Studies.
7. If you are graduating before fulfilling the Special Topics in Clinical Chemistry requirement for 4 courses, an extra CHM 759 Clinical Chemistry Seminar course can be taken to replace it (in addition to the 2 courses that are required). This will only be an acceptable substitution if you have been taking the Special Topics course every time it has been offered from the 2nd year on.
8. If you have any questions, contact Dr. Anderson
Dr. David Anderson
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