Undergraduate Research Certificate Information: How to Apply

What are the requirements for the Research Certificate?
Degree-seeking undergraduate students may earn the Research Certificate by completing the following requirements.
- All requirements for the Undergraduate Research Certificate Requirements can be found [here](#).

How do I apply for the Undergraduate Research Certificate?
1. First, you will want to see if any of your courses are applicable to the Research Certificate. To determine this, run a DARS Audit: [FAU - Degree Audit Reporting System (DARS)](https://www.fau.edu/registrar/graduation/deg_app_cert.php)
   - Instead of selecting “Run Declared Programs”, choose “Select a Different Program.” From the drop-down list of programs, scroll almost to the bottom and select **Undergraduate Studies – Certificate in Undergraduate Research**
   - Then click on Run Different Program and the output generates in a few seconds.

2. **If you satisfy all the criteria**, next, reach out to your academic advisor and request formally via email they add the Certificate to your academic record.
   - The advisor will submit a Program of Study Change form with the addition of the Certificate to the Registrar’s office so the Certificate will be added to your academic Banner record.
   - **Note:** Wilkes Honors college students if you satisfy all the criteria, please fill out the [Declaration/Change of Concentration/Minor/Certificate for WHC form](#).

3. Once the Certificate is a part of your academic record and you have completed the requirements for it, you must submit the Application for Certificate which can be found [here](https://www.fau.edu/registrar/graduation/deg_app_cert.php). If you complete the certificate
requirements prior to completing the requirements for your baccalaureate degree, you do not have to wait until you have completed your degree. You should submit the application when you have completed your last course associated with the certificate.

4. Your academic advisor will review that you have completed all requirements by running the standard end-of-semester validation for conferral of the earned credential. If your advisor certifies completion of requirements, he/she will then notify the Registrar’s Office so that the certificate can be awarded.

5. The Undergraduate Research Certificate will be conferred upon completion of your last course applicable to the certificate. The conferral does not need to wait for the you to complete your undergraduate degree

How will I complete the “Dissemination” requirement of the Certificate

FAU has developed a zero-credit IDS 4914: Undergraduate Research Forum course which will be offered each semester to track the Dissemination presentation. Students will need to register for the course during the semester that the presentation is being given.

- Students who have already applied for graduation, will have to submit a late registration form (here) to be able to register for IDS 4914. Once submitted, please coordinate with your academic advisor.

Separate sections of the course will be offered each term, and contact personnel is listed below.

- Fall Term for the Broward Symposium: Shireen Lalla: slalla@fau.edu
- Spring Term for the OURI Boca Raton Symposium: Patricia Sampedro psampedr@fau.edu
- Spring Term for the Honors College Symposium: Dr. Monica Maldonado mmaldonado@fau.edu
- Fall and Spring Terms for the Senior Engineering Design Showcase: George Edmunds edmunds@fau.edu
- Any external presentation: Patricia Sampedro psampedr@fau.edu

Note: FAU does not have an internal summer showcase that fits with the institutional deadlines for summer graduation. If you are graduating in Summer then it would be advisable for you to present something external during the summer and submit a waiver form with your application for the certificate providing evidence of the external presentation.

What if I do NOT satisfy all the criteria?

- You can use the DARS audit checklist to continue towards working on getting the criteria met. However, if you would like to petition any component of the requirements to be substituted or waived you can submit a request.

What if I need a substitution or waiver for the Research Certificate requirements to be considered?

- For substitutions, students need to complete the Substitution form and submit appropriate documentation (including the DARS Undergraduate Research Audit) to ouri@fau.edu. Students
should indicate what substitution/waiver you are requesting. Please include all documentation to support your request.

- Course substitutions will be reviewed by the University Undergraduate Research Curriculum Committee in coordination with the OURI College Liaison on a case-by-case basis.
- Approval will be given by an OURI representative via email and the Advisor will be copied on that email.

For additional information students should consult with the Office of Undergraduate Research and Inquiry ouri@fau.edu, and/or their undergraduate advisors within the Colleges.