

ASSISTING STUDENTS APPLYING FOR THE UNDERGRADUATE RESEARCH CERTIFICATE

WHAT ARE THE REQUIREMENTS?

Find out [what's needed to complete the Certificate](#)

WHO SHOULD I RECOMMEND THE CERTIFICATE TO?

ANY undergraduate student who has taken an RI or DIR course, expressed interest in research or pursuing graduate studies, and wishes to increase the probability of success after graduation

HOW DO STUDENTS MEET THE REQUIREMENT FOR *IDS 4914: UNDERGRADUATE RESEARCH FORUM*?

Students accepted to present at one of FAU's internal symposia will be asked to register for *IDS 4914: Undergraduate Research Forum* in their acceptance email

HOW DO I ENSURE THE CERTIFICATE IS ADDED TO A STUDENT'S ACADEMIC RECORD?

Submit a Plan of Study Change request through OnBase
The Certificate is offered through Undergraduate Studies

HOW DO I KNOW IF A STUDENT MEETS THE CRITERIA?

Standard end-of-semester validation for conferral of the earned credential can be conducted

A DARS audit report is established for advisors and students to run, with instructions on how to do so [here](#)

Requests for substitutions and waivers must be submitted using [this form](#)

WHAT OTHER STEPS DO I NEED TO TAKE?

Once completion of the requirements is certified, *you must notify* the Registrar's Office so that the Certificate can be awarded

CONFERRAL OF CERTIFICATE

The Certificate will be conferred upon completion of the student's last applicable course