

Undergraduate Research Certificate Information: How to Apply

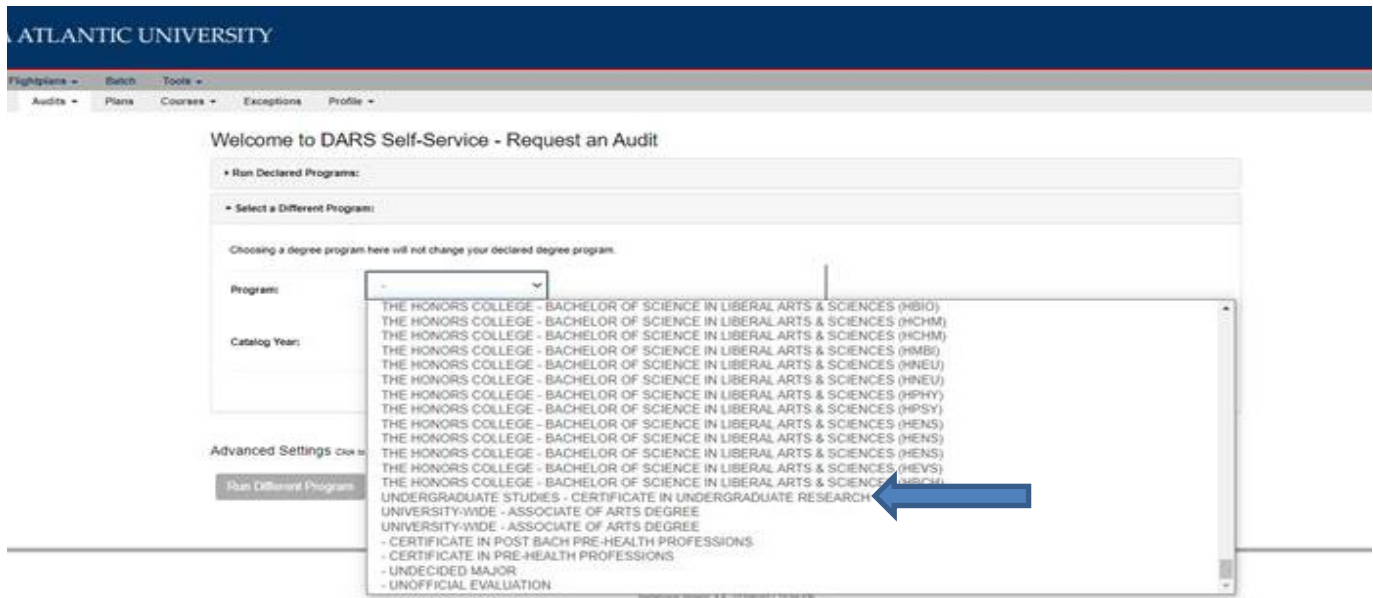
What are the requirements for the Research Certificate?

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 \(DARS\)](#)
 - 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**



The screenshot shows the 'Welcome to DARS Self-Service - Request an Audit' page. Under the 'Select a Different Program' section, a dropdown menu is open, displaying a list of programs. The program 'UNDERGRADUATE STUDIES - CERTIFICATE IN UNDERGRADUATE RESEARCH' is highlighted near the bottom of the list. A blue arrow points to this option. Other programs listed include various Bachelor of Science degrees in Liberal Arts & Sciences from The Honors College, and University-wide Associate of Arts degrees.

- 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

Note: Student Curriculum Status

When a student curriculum is updated (change of major, addition of a minor or certificate, etc.) on the registration record (SFAREGS). The next time a student has a final grade submitted, the curriculum will 'roll' to the Outcome record (SHADEGR). The status of the rolled curriculum is "SO – Sought". When a student submits their Application for Degree or Application for Certificate, the status is updated from "SO – Sought" to "PN – Pending"

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 the "Applied for Graduation" hold on your account. This hold was placed on every pending graduate's account to prevent them from:

1. Adding/Dropping a class during the semester without consulting an advisor first.
2. Registering for future classes without reapplying to the University.

Please have your advisor contact the Commencement department at commencement@fau.edu. We need permission from your advisor to remove the hold temporarily. After the hold is removed, you may add the class. If the drop/add date has expired, you will need to submit a late registration form ([here](#)) to be able to register for IDS 4914. Once submitted, please coordinate with your academic advisor. More information for dates of registration for each part of term can be found on our Registration Schedule at <http://www.fau.edu/registrar/registration/schedule.php>

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

- Fall Term for the Science Social – Poster Competition: Dr. Tobin Hindle: thindle@fau.edu
- Fall Term for the Broward Symposium: Dr. 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. Annina Ruest aruest@fau.edu, Dr. Zachary Ferrara zferrara@fau.edu

Note: For the **Senior Engineering Design Showcase**, students will receive credit for the dissemination of their research upon successful completion of one of the following courses: CGN 4804C, EGN 4952C, EOC 4804L or EML 4551 with a minimum grade of "C." (Effective spring 2023.)

- 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.