

# ASSISTING STUDENTS APPLYING FOR THE UNDERGRADUATE RESEARCH CERTIFICATE

## WHAT ARE THE REQUIREMENTS?

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

[Research-Intensive courses](#) include courses with a formal RI designation in the title, and Directed Independent Research (or Honors thesis or courses with research compacts)

Approved Research Exposure courses can be found [here](#)  
Approved Research Skill-Building courses can be found [here](#)

## 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* ?

If a student is accepted to present at one of FAU's internal symposia, they will be asked to register for *IDS 4914: Undergraduate Research Forum*

Contact personnel are listed based on the symposium the student intends to present at:

- \* Fall Term for the Broward Symposium: Dr. Shireen Lalla, [slalla@fau.edu](mailto:slalla@fau.edu)
- \* Fall Term for the Dr. Eric Shaw Excellence in Science Undergraduate Research Poster Competition: Dr. Tobin Hindle, [thindle@fau.edu](mailto:thindle@fau.edu)
- \* Spring Term for the OURI Boca Raton Symposium: Jennie Soberon, [jsoberon@fau.edu](mailto:jsoberon@fau.edu)
- \* Spring Term for the Honors College Symposium: Dr. Daniel De Lill, [ddelill@fau.edu](mailto:ddelill@fau.edu)

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

If a student notifies you that they wish to pursue the Undergraduate Research Certificate, submit a Plan of Study Change request through OnBase just like any other certificate

## 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 reviewed by the [University Undergraduate Research Curriculum Committee](#) and 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