

# Undergraduate Research Transcript Notation Policies & Procedures



UWF students who have engaged in an undergraduate research project can be formally recognized for their efforts on their ***official UWF transcript***. To receive the transcript notation, the student must be engaged in research for a minimum of two semesters and contribute substantively to the research project. Additionally, these research projects must be mentored and endorsed by a UWF faculty member.

## To qualify for the transcript notation, the student must meet the following requirements:

1. Have been engaged in and made intellectual contributions to a research project under the mentorship of a UWF faculty member for at least two semesters. (Note: at this time, the research project's engagement must not be a required part of a course.)
2. Submit a Research Project Report. This report can take **one** of the following forms:
  - a. 2-3 page description of the research that was conducted, including overall findings, the significance of work, and the next steps
  - b. A copy of a research poster or oral presentation slides from a professional conference, such as the UWF Student Scholars Symposium
3. Dissemination of the research findings. This dissemination can take **one** of the following forms:
  - a. Presentation at a juried or peer-reviewed professional conference, such as the UWF Student Scholars Symposium, National Conference on Undergraduate Research, regional or national discipline-specific conferences, or **juried** art exhibition or concert
  - b. Publication (or have accepted for publication at the time of submission) in a juried or peer-reviewed professional journal
4. Complete Student Research Reflection Survey
5. Receive the endorsement of their faculty mentor

## Application process for requesting the transcript notation:

To apply for the Undergraduate Research transcript notation, students will submit all required documents via the *Undergraduate Research Transcript Notation Request* on OUR's program application portal ([uwf\\_our.communityforce.com](http://uwf_our.communityforce.com)). As part of this application process, students will provide faculty mentor contact information so that the application can be routed to the mentor for his/her endorsement of the research experience.

## Timeline and Deadlines:

Applications should be submitted during the semester in which the student will graduate. Applications (including faculty mentor endorsement) must be submitted by the semester deadline.

Semester of Graduation	Application Deadline
Fall	October 1
Spring	March 1
Summer	July 1