

**UNDERGRADUATE RESEARCH SCHOLAR  
TRANSCRIPT DESIGNATION APPLICATION**

**STUDENT INFORMATION**

NAME [FIRST AND LAST] \_\_\_\_\_ CAMPUS-WIDE IDENTIFICATION NUMBER [CWID#] \_\_\_\_\_

MAJOR \_\_\_\_\_ DATE OF GRADUATION [SEMESTER AND YEAR] \_\_\_\_\_

E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

**STUDENT RESEARCH**

PROJECT TITLE \_\_\_\_\_

PROJECT \_\_\_\_\_

DURATION START [SEMESTER AND YEAR] \_\_\_\_\_ END [SEMESTER AND YEAR] \_\_\_\_\_

**BY SIGNING BELOW** I certify that the student named above worked with me on the original research project noted here.

FACULTY MENTOR E-MAIL \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ PRINT NAME \_\_\_\_\_

**APPROVALS**

**Faculty Mentor Endorsement**

The applicant has (check as appropriate):

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Been engaged in and made intellectual contributions to a research or creative project under the direction of a faculty member and/or faculty-led team for at least two semesters
<input type="checkbox"/>	<input type="checkbox"/>	Disseminated the results of their project or creative project at a peer-reviewed state, regional, or national conference and/or juried artistic venue such as an art exhibition, concert, or festival;

**OR**

<input type="checkbox"/>	<input type="checkbox"/>	Published (or accepted for publication) their research or creative project in (1) a peer-reviewed research or professional journal, or (2) an OCES fact sheet or similar educational publication, or (3) have used their research as the basis for development and implementation of peer-reviewed educational programming
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**Administrative Approval**

**BY SIGNING BELOW** I certify that the student named above completed exemplary work on the original research project noted here.

\_\_\_\_\_  
FACULTY MENTOR DATE

\_\_\_\_\_  
ASSOCIATE DEAN DATE

**ATTACH THE FOLLOWING**

- A one-page abstract of your project
- A copy of the portion of the schedule of the symposium or conference where you presented your research (highlighting your name and presentation title) and the program cover **OR** a copy of the publication of your research and the publication's title page

**OFFICE USE ONLY**

These signatures authorize the student named above to receive the "Undergraduate Research Scholar" transcript designation as per *OSU Catalog* "Academic Enrichment Programs"—section 8 of "Henry Bellmon Office of Scholar Development."

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
Director, Office of Scholar Development

OR BY \_\_\_\_\_ DATE \_\_\_\_\_  
Chair, Faculty Council Research Committee

**SUBMIT TO**

Henry Bellmon Office of Scholar  
Development & Undergraduate Research  
Oklahoma State University  
334 Student Union, Stillwater, OK 74078  
(P) 405-744-7313  
(E) schdev@okstate.edu

REQUIREMENTS AND GUIDELINES  
**UNDERGRADUATE RESEARCH SCHOLAR  
TRANSCRIPT DESIGNATION**

**REQUIREMENTS**

To receive the “Undergraduate Research Scholar” transcript designation, students must

- ✓ For a minimum of two semesters, be engaged in and contribute substantively to a research or creative\* project under the direction of a faculty member <sup>and/or</sup> faculty-led team;

**AND**

- ✓ Present <sup>his/her</sup> research or creative project at a state, regional, or national conference <sup>and/or</sup> juried artistic venue, such as an art exhibition, concert or festival

**OR**

- ✓ Publish (or have accepted for publication) <sup>his/her</sup> research or creative project in a refereed [peer-reviewed] research, professional journal.

\* “Creative projects,” such as those in the performing and fine arts or humanities, must include a significant component grounded in research.

Notes:

- Students in ALL COLLEGES AND MAJORS are welcome to apply for this university-wide opportunity.
- Academic departments/schools will identify suggested venues for presentation and/or publication that are acceptable for fulfilling the undergraduate research scholar designation requirements. A list of approved presentation and publication outlets will be available from each academic department or school.
- The “Undergraduate Research Scholar” transcript designation is *not* tied to the conferral of a degree, and accordingly can be placed on a student’s transcript prior to and for a limited period following the completion of a degree.

**APPLICATION PROCESS**

To apply to receive the “Undergraduate Research Scholar” transcript designation, students must

- Complete and submit the official *Undergraduate Research Scholar Transcript Designation Cover Sheet* (reverse side) endorsed with signatures of the student applicant, faculty mentor, Associate Dean for Research in the student’s college, and include the following attachments:
  1. A one-page abstract of your project
  2. A copy of the portion of the schedule of the symposium or conference where the student applicant presented <sup>his/her</sup> research (highlighting <sup>his/her</sup> name and presentation title) and the program cover **OR** a copy of the publication of the student applicant’s research with a copy of the publication’s title page
- The Faculty Council Research Committee, comprised of experienced faculty researchers representing a wide range of scholarly fields, will convene as appropriate to evaluate applications certified by the Henry Bellmon Office of Scholar Development and Undergraduate Research.

**CONTACT**

Questions may be directed to:

The Henry Bellmon Office of Scholar  
Development & Undergraduate Research  
Oklahoma State University  
334 Student Union, Stillwater, OK 74078  
(P) 405-744-7313  
(E) schdev@okstate.edu

**DEADLINE**

Students may receive the “Undergraduate Research Scholar” transcript designation in any semester of their undergraduate education or up to one (1) year following graduation.

Applications must be received by the Office of Scholar Development and Undergraduate Research by November 1 or April 1 of the semester in which the designation is to be conferred.