

Undergraduate Research Fellow/Arts Fellow Transcript Notation

Form A

Guidelines and Application

Form A is to be submitted by students that pursue a thesis, upon successful conclusion of the thesis defense. Students must submit Form B if they wish to obtain the transcript notation prior to the thesis defense, or for non-thesis related projects.

Please Note:

1. The form is to be routed **via email** (please do NOT print and scan) as follows:
 - a. Student Applicant
 - b. OSU Faculty Mentor
 - c. Program Advisor
 - d. Director for Undergraduate Research
 - e. Student Applicant – yes the student will receive it and will have to send to the next step.
 - f. Office of the Registrar. ONLY OSU email addresses are to be used by students for this step. Forms sent via non-OSU email addresses will not be processed.
2. At each step, the form has to be **saved as a pdf as follows: Form A Student First Name Last Name**. Please do not print and scan the form to the next person in the sequence.
3. PLEASE add in the ‘Subject’ heading of the email to the next person: Transcript Notation Form A First name Last name.
4. The final step is an email sent from the Office of the Registrar to the student applicant. The student applicant has to take a printed copy of the email to the OSU Bookstore for obtaining the blue cord which can be worn at commencement.

Applications must be submitted no later than Friday of dead week of the term in which the student will be graduating from OSU.

Questions? Send an email to ugr@oregonstate.edu.

See next page for Form A

Transcript Notation Application – FORM A

Please **click** or **type** information below

Submit Form A AFTER uploading the thesis/project in the OSU Scholars archive.

Instructions for Uploading files to the Digital Archive at:

<http://undergraduate.oregonstate.edu/research/instructions-uploading-files-digital-archive>

Notation Applied for (check one): Research Fellow Arts Fellow

Students may seek both “Research Fellow” and “Arts Fellow” notations but **for different thesis projects.**

Name: _____ OSU ID Number: _____

OSU Email (other emails will NOT be processed): _____

Thesis Major/ Thesis Minor: _____

Thesis Title: _____

Applied for graduation: No Yes If Yes, list date you applied _____

Students may file for graduation up to three terms prior to when they expect to graduate.

Thesis Defense Date: _____

Date when project presentation was submitted to OSU Scholars Archive: _____

If you did not submit to OSU Scholars Archive, list the reason: _____

Type your name to certify that the above is correct: _____

Date of Submission: _____

STUDENT APPLICANT: AFTER FILLING THIS FORM, SAVE AS A PDF AS ‘FORM A YOUR FIRST NAME LAST NAME’, AND SEND AS AN ATTACHMENT VIA EMAIL TO YOUR OSU FACULTY MENTOR FOR REVIEW AND APPROVAL

PLEASE ADD IN THE SUBJECT HEADING: TRANSCRIPT NOTATION FORM A YOUR FIRST NAME LAST NAME

Approval by OSU Faculty Mentor:

Mentor Name: _____

Mentor OSU Email: _____

Mentor Department/School:

Mentor College:

I certify that the student named above has satisfied all requirements for completion of his/her thesis, including a successful defense.

Type name to certify the above:

Date:

MENTOR: AFTER REVIEW AND APPROVAL, PLEASE SAVE AS A PDF (DO NOT CHANGE THE NAME OF THE FILE), AND SEND AS AN ATTACHMENT VIA EMAIL TO THE ADVISOR OF THE PROGRAM.

PLEASE ADD IN THE SUBJECT HEADING: TRANSCRIPT NOTATION FORM A STUDENT'S FIRST NAME LAST NAME

Acknowledgement by Program Advisor:

Type name to acknowledge receipt of the form: _____ Date: _____

PROGRAM ADVISOR: AFTER REVIEW, PLEASE SAVE AS A PDF (DO NOT CHANGE THE NAME OF THE FILE), AND SEND AS AN ATTACHMENT VIA EMAIL TO UGR@OREGONSTATE.EDU

PLEASE ADD IN THE SUBJECT HEADING: TRANSCRIPT NOTATION FORM A STUDENT'S FIRST NAME LAST NAME

Review by Director for Undergraduate Research

Type name to acknowledge receipt of the form: _____ Date: _____

Acknowledgement by the Office of the Registrar

Type name to acknowledge receipt of the form: _____ Date: _____