

Adopted: May 26 2009

**ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-683-09

RESOLUTION ON ARCHIVING SENIOR PROJECTS

- 1 WHEREAS, Each academic department determines the standards for the successful completion
2 of senior projects, including style guides; and
3
- 4 WHEREAS, Each academic department determines whether or not to archive senior projects in
5 the Kennedy Library; and
6
- 7 WHEREAS, The Kennedy Library provides guidelines for formatting and archiving senior
8 projects; and
9
- 10 WHEREAS, In order to ensure faculty and students are aware of departmental and library
11 policies governing the submission and archiving of senior projects; and
12
- 13 WHEREAS, Graduate thesis submissions to the library have already made the advantageous
14 transition to “electronic-documentation-only”; and
15
- 16 WHEREAS, Undergraduate students already compile and prepare their senior project using
17 electronic media for printing multiple hardcopies, as the current campus-wide
18 normal practice; therefore be it
19
- 20 RESOLVED: That the Academic Senate recommends the rapid transition to electronic
21 submission of senior projects for archival in our Library “Digital Commons” or
22 equivalent, as the new norm to enhance easier global access and the sustainability
23 improvement; and be it further
24
- 25 RESOLVED: That all academic departments make available to their students in writing all
26 policies and procedures relevant to archiving senior projects; and be it further
27
- 28 RESOLVED: That all policies and procedures shall conform to current Kennedy Library
29 archiving requirements; and be it further
30
- 31 RESOLVED: All departmental policies and procedures for archiving senior projects shall
32 conform to University policies pursuant to the Family Educational Rights and
33 Privacy Act (FERPA) and Intellectual Property Rights; and be it further

34 RESOLVED: That the Provost's Office should request that all academic departments provide
35 these policies and procedures for archiving senior projects to their faculty and
36 students; and be it further

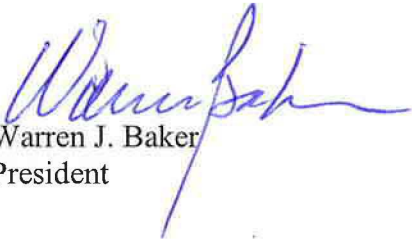
37
38 RESOLVED: That these policies be made available in writing to all students in each department
39 by winter quarter 2011.

Proposed by: Academic Senate Instruction Committee
Date: April 5 2009
Revised: April 28 2009
Revised: May 19 2009
Revised: May 26 2009

State of California
M e m o r a n d u m

To: John Soares
Chair, Academic Senate

Date: June 22, 2009

From: 
Warren J. Baker
President

Copies: Fernflores, R. Koob,
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Subject: Response to Academic Senate Resolution AS-683-09
Resolution on Archiving Senior Projects

Based on consultation with Provost Robert D. Koob, this memo acknowledges receipt and approval of the above-entitled resolution. The Provost's Office will ask that policies and procedures for archiving senior projects be made available to departments by Winter Quarter 2011.

Please extend my appreciation to members of the Academic Senate Instruction Committee for its efforts to ensure faculty and students are aware of departmental and library policies governing the submission and archiving of senior projects.