

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

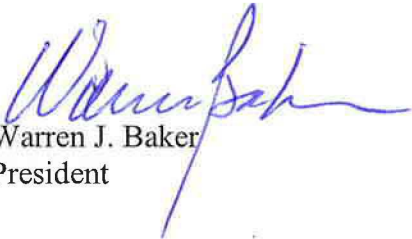
37  
38 RESOLVED: That these policies be made available in writing to all students in each department  
39 by winter quarter 2011.

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

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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.