

# 7 Easy Steps to Submitting Your Senior Project to the Library

Your academic department may have slight variations of the process, so be sure to consult with your advisor.

1

## Get a cashier's receipt

Pay the \$12 senior project fee either in person at the Cashier's Office in the Administration Building or online through the Cal Poly Portal.

2

## Download and fill out the Senior Project Requirement Form

The Senior Project Requirement Form is available on the library website. Fill out Sections I, II and III and print one copy of the completed form for the Kennedy Library. Attach one copy of the cashier's receipt to the form.

3

## Get your advisor's signature on the Senior Project Requirement Form

Provide the form and the final version of your senior project to your advisor for grading. Your advisor should fill out and sign Section IV of the form. Some academic departments may require Section V to be completed.

4

## Deliver the completed Senior Project Requirement Form and cashier's receipt to the Department Office

5

## Upload your advisor-approved senior project to the DigitalCommons@CalPoly

Detailed instructions are available in the Senior Project Information Packet available on the library website.

6

## The Department Office will forward your Senior Project Requirement Form and cashier's receipt to the Library

7

Senior project is made public on the DigitalCommons@CalPoly site. You will receive an email notification when your project is available.

[lib.calpoly.edu/seniorprojects](http://lib.calpoly.edu/seniorprojects)

# Submitting Your Senior Project

## Frequently Asked Questions

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### Where do I Start?

- Requirement Form, Information Packet, Upload Instructions and more [lib.calpoly.edu/seniorprojects](http://lib.calpoly.edu/seniorprojects)
  - View Senior Projects on DigitalCommons@CalPoly [digitalcommons.calpoly.edu/seniorprojects](http://digitalcommons.calpoly.edu/seniorprojects)
  - Copyright and Intellectual Property [lib.calpoly.edu/copyright](http://lib.calpoly.edu/copyright)
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### Am I Required to Submit My Project?

Each academic department on campus has guidelines and policies regarding senior projects, so please consult with your advisor or department to determine their policy on submission of your senior project to the library.

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### How Should My Senior Project Be Formatted?

Electronic Senior Projects are expected, for the most part, to retain traditional typographic conventions and thus be equivalent in many ways to their paper predecessors. Students may elect to include a wide variety of creative formats. For instance, a given project could include data sets or multimedia.

Seek guidance from your advisor and department on length, margins, page numbering, citation style, and overall look and presentation of your project.

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### What About Copyright of My Own Work?

The Cal Poly Intellectual Property Policy (2.A.4.a.) states: "Students will normally own the copyright to the scholarly and creative publications they develop, including works fulfilling course requirements (term papers and projects), Senior Projects, and Masters Theses/Projects. Students retain copyright ownership as long as they are not paid for the work that results in the creation and do not receive extraordinary University resources in support of the work."

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### What if I Want to Use Copyrighted Images, Music or Other Work in My Project?

Students may need to secure copyright permissions from the original copyright owner if the Senior Project contains 3rd party content (such as images, articles, music or other accompanying material). Consult the library copyright web page for additional guidance on this topic: [lib.calpoly.edu/copyright](http://lib.calpoly.edu/copyright).

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### What About ADA Accessibility?

Every student should be aware of the American Disabilities Act (ADA) and accessible design. Links to step-by-step tutorials, including specific ADA compliance instructions for textual, visual and auditory files are available in the Senior Project Information Packet.

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### I Need Help. Who Do I Contact?

- Upload Assistance  
Michele Wyngard, Digital Repository Coordinator (Rm 104 Kennedy Library), can assist in uploading senior projects to the DigitalCommons@CalPoly. She can be contacted at [lib-seniorproject@calpoly.edu](mailto:lib-seniorproject@calpoly.edu)
  - Topic Refinement and Research Assistance  
Your college librarian can also provide help with topic refinement and research assistance. Contact your college librarian at [lib.calpoly.edu/research/librarians](http://lib.calpoly.edu/research/librarians)
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