4 EASY STEPS TO SUBMITTING YOUR SENIOR PROJECT TO THE LIBRARY

Each department has slight variations on the senior project submissions process outlined below, so check with your department first.

1 Download and fill out the Senior Project Requirement Form

- Available at **lib.calpoly.edu/seniorprojects**.
- You and your advisor must sign the form in the appropriate areas.
- Only one form per project is required, no matter the number of authors.
- Print one copy of the completed form for the Kennedy Library. Your department may also require additional copies of the form — check with your advisor.

2 Get a cashier's receipt

- You can pay the $12 senior project fee online through the Cal Poly portal or in person at the Cashier's window in the Administration Building.
- The senior project fee should only be paid once, no matter the number of authors.
- Attach the original receipt to the Senior Project Requirement Form and keep a copy of the receipt for your records.

3 Deliver the completed Senior Project Requirement form and cashier's receipt to your Department Office

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

- To upload your project, go to **digitalcommons.calpoly.edu/seniorprojects**, click on your department, and select "Submit Senior Project" in the sidebar.
- You can find detailed upload instructions in the Senior Project Information Packet on the library website: **lib.calpoly.edu**.

You did it! What happens next?

- Your Department Office will forward your completed and signed Senior Project Requirement Form and cashier's receipt to the library.

- Once the library receives the Senior Project Requirement Form, cashier's receipt, and uploaded senior project, the library makes your senior project public on DigitalCommons@CalPoly. You will receive an email notification when your project is available.

Submitting your Senior Project

Frequently Asked Questions

Where do I start?

- Check with your department first – every department has variations on the submissions process
- Requirement Form, Information Packet, Upload Instructions and more are available at **lib.calpoly.edu/seniorprojects**
- View Senior Projects on DigitalCommons@CalPoly **digitalcommons.calpoly.edu/seniorprojects**

Am I required to submit my project to the library?

Not necessarily. Check with your advisor to find out your department's policy.

What are the benefits of submitting my project?

By participating in DigitalCommons@CalPoly, you will have a digital record of your senior project with a permanent URL and access to your project's download statistics, which you can use on your resume or portfolio, or on graduate school applications.

What if I want to use copyrighted images, music or other work in my project?

You might need to secure copyright permissions from the original copyright owner depending on how you use the material. For more information on copyright, visit **lib.calpoly.edu/copyright**.

What about ADA Accessibility?

Be aware of the American Disabilities Act (ADA) and accessible design. Links to step-by-step tutorials, including specific ADA compliance instructions, are available in the Senior Project Information Packet.

Do I get to keep the copyright to my senior project?

Yes! The Cal Poly Intellectual Property Policy 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."

I need help. Who do I contact?

- For Topic Refinement, contact your advisor or department
- For Research Assistance, contact your college librarian – **lib.calpoly.edu/teams/college-librarians**
- For Copyright Assistance, contact the Digital Scholarship Services Librarian – **lib.calpoly.edu/people/mramir14/**
- For Upload Assistance, contact the Senior Project Coordinator at **lib-seniorproject@calpoly.edu**