

## International Studies Records

Description	Examples	Notes	Due at Archives
Policy and Procedural Manuals or Documents	Guidelines and Expectations for Senior Projects	Projects and abstracts are available from International Studies website	Archives will print from web site
Senior Projects (comps)	Project Abstracts	Projects and abstracts are available from International Studies website	Projects with abstracts are submitted to the Dspace collection annually in May
Syllabi	International Studies	Requested by Associate Provost and submitted by faculty through semester specific form.	Beginning of each semester
Self-Studies	Department Self-Study	To be collected and sent by Director of Assessment. Next expected: <b>2024</b>	At Publication – end of academic year 1 of reporting cycle
Self-Studies	External Review; Action Plan	To be collected and sent by Director of Assessment. Next expected: <b>2025</b>	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and sent by Director of Assessment. Next expected Summer <b>2026</b> .	Each summer years 3 – 8 of reporting cycle