

History Records

Record Type	Description / Examples	Notes	Due at Archives
Syllabi	Course Syllabi	Requested by Associate Provost and submitted by faculty through semester specific form.	Beginning of each semester
Records of Student Organizations	Phi Alpha Theta (History Honorary Society)	Send when there are significant changes or additions. Please make sure date of change or addition is clearly indicated, including year.	See notes
Self-Studies	Department Self-Study	To be collected and shared by Assessment Committee. Next expected Summer 2023 .	At Publication – end of academic year 1 of reporting cycle
Self-Studies	External Review; Action Plan	To be collected and shared by Assessment Committee. Next expected Summer 2024 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and sent by Director of Assessment. Next expected Summer 2025 .	Each summer years 3 – 8 of reporting cycle
Senior Projects (comps)	Project Abstracts		Projects with abstracts are submitted to Dspace collection annually in May

Policy and
Procedural
Manuals and
Documents

Guidelines and
Expectations for
Senior Projects

Archives will
print from
department
website