

Chemistry Records

Record Type	Description / Examples	Notes	Due at Archives
Records of Student Organizations	Chemii Club	Please send Archives any of the following when available: constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g. newspapers, program brochures)	At publication
Reports	American Chemical Society (5 yrs)		After 10 years
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 shared by Assessment Committee. Next expected Summer 2025 .	Each summer years 3 – 8 of reporting cycle
Senior Projects (comps)	Project Abstracts	Contact Archives if other abstracts become available	Some projects with abstracts are submitted to Dspace collection annually in May

<p>Syllabi</p>	<p>Course Syllabi</p>	<p>Requested by Associate Provost and submitted by faculty through semester specific form.</p>	<p>Beginning of each semester</p>
<p>Policy and Procedural Manuals and Documents</p>	<p>Guidelines and Expectations for Senior Projects</p>		<p>Archives will print from web site</p>