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## English Records

Record Type	Description / Examples	Notes	Due at Archives
College Publications	Allegheny Review		Archives on mailing list
College Publications	"Writing" and "English" Brochures	If published other than through AC printing services, please send copy to Archives at time of printing	From Printing Services
Policy and Procedural Manuals or Documents	Guidelines and Expectations for Senior Projects		Archives will print from Website
Faculty Vitae	Curriculum Vitae	See Provost and Dean of the College for schedule	Collected and sent by Provost's Office
Self-Studies	Department Self-Study	To be collected and sent by Director of Assessment. Next expected Summer <b>2020</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 about Summer <b>2021</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>2017</b> .	Each summer years 3 – 8 of reporting cycle
Syllabi	Course Syllabi	Request to all faculty	Beginning of

Senior Projects (comps)	Project Abstracts	through the building coordinator early each semester. Follow up reminder to individual Faculty by mid-semester.  Many projects in Dspace do not have abstracts	each semester  Projects are submitted to Dspace annually in May
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[Edit this entry.](#)

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(800) 521-5293 - Admissions
-  [info@allegheny.edu](mailto:info@allegheny.edu)
-  [Questions & Comments Form](#)

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