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Neuroscience Records

Record Type	Description / Examples	Notes	Due at Archives
Senior Projects (comps)	Project Abstracts	Most projects with abstracts submitted to Dspace	Archives will print from department web site
Policy and Procedure Manuals or Documents	Guidelines and Expectations for Senior Projects		Archives will print from web site
Syllabi	Course Syllabi	Request to all faculty through the building coordinator early each semester. Follow up reminder to individual Faculty by mid-semester.	Beginning of each semester
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 2018 .	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 2019 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and sent by Director of	Each summer years 3 – 8 of reporting

College Publications	Department Brochure	Assessment. Next expected Summer 2020 . If published other than through AC printing services, please send copy to Archives at time of printing.	cycle From Printing Services
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