

SENIOR PROJECT SUBMISSION CHECKLIST

How to Submit Your Senior Project for Processing

If you do NOT wish to submit your senior project to the library, the Department requires:

- A CD of your senior project report (labeled with your name, advisor, title and date) in .pdf, .doc, .rtf, .html, or .ps format only.
 - No other forms, costs or signatures are required.
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If you choose to submit your Senior Project to the library,

After your senior project has been approved by your senior project advisor, please submit your senior project to the University Library following the guidelines at <http://lib.calpoly.edu/seniorprojects/>.

1. Get a cashier's receipt

Pay the \$12 senior project fee either in person at the Cashier's Office in the Administration Building or online through the Cal Poly Portal.

2. Download and fill out the Senior Project Requirement Form

The Senior Project Requirement Form is available on the library website. Fill out Sections I, II and III and print one copy of the completed form for the Kennedy Library. Attach one copy of the cashier's receipt to the form.

3. Get your advisor's signature on the Senior Project Requirement Form

Provide the form and the final version of your senior project to your advisor for grading. Your advisor should fill out and sign Section IV of the form. The Computer Science Department does not require signatures on Section V.

4. Deliver the completed Senior Project Requirement Form and cashier's receipt to the Department Office, 14-254, along with a CD of your senior project report (labeled with your name, advisor, title and date) in .pdf, .doc, .rtf, .html, or .ps format only.

5. Upload your advisor-approved senior project to the Digital [Commons@CalPoly](#)

Detailed instructions are available in the Senior Project Information Packet available on the library website.

6. The Department Office will forward your Senior Project Requirement Form and cashier's receipt to the Library

7. Senior project is made public on the [DigitalCommons@CalPoly](#) site

You will receive an email notification when your project is available.