## Neuroscience Records

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Description / Examples</th>
<th>Notes</th>
<th>Due at Archives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Projects (comps)</td>
<td>Project Abstracts</td>
<td>Request to all faculty through the building coordinator early each semester. Follow up reminder to individual Faculty by mid-semester.</td>
<td>Most projects with abstracts submitted to Dspace</td>
</tr>
<tr>
<td>Policy and Procedure Manuals or Documents</td>
<td>Guidelines and Expectations for Senior Projects</td>
<td></td>
<td>Archives will print from web site</td>
</tr>
<tr>
<td>Syllabi</td>
<td>Course Syllabi</td>
<td></td>
<td>Beginning of each semester</td>
</tr>
<tr>
<td>Faculty Vitae</td>
<td>Curriculum Vitae</td>
<td>See Provost and Dean of the College for Schedule</td>
<td>Collected and sent by Provost's Office</td>
</tr>
<tr>
<td>Self-Studies</td>
<td>Department Self-Study</td>
<td>To be collected and sent by Director of Assessment. Next expected Summer 2018.</td>
<td>At Publication – end of academic year 1 of reporting cycle</td>
</tr>
<tr>
<td>Self-Studies</td>
<td>External Review; Action Plan</td>
<td>To be collected and sent by Director of Assessment. Next</td>
<td>At publication – year 2 of reporting cycle</td>
</tr>
<tr>
<td>Self-Studies</td>
<td>Annual Progress Reports</td>
<td>expected about Summer 2019. To be collected and sent by Director of Assessment. Next expected Summer 2020.</td>
<td>Each summer years 3 – 8 of reporting cycle</td>
</tr>
<tr>
<td>-----------------------</td>
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<td>-------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>College Publications</td>
<td>Department Brochure</td>
<td>At time of publication</td>
<td></td>
</tr>
</tbody>
</table>

**Edit this entry.**

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(800) 521-5293 - Admissions  
✉️ info@allegheny.edu  
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● Sustainability @ Allegheny  
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