

Adopted: April 15, 2003

**ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-594-03/IC

RESOLUTION ON COMPLETION OF SENIOR PROJECT

- 1 WHEREAS, Many students leave Cal Poly without completing their degrees due to non-
2 completion of the senior project; therefore, be it
3
- 4 RESOLVED: That all departments will address their process of handling senior projects in their
5 academic program reviews; and be it further
6
- 7 RESOLVED: That the Provost shall instruct the dean of each college, with appropriate faculty
8 consultation, to see that each department has a senior project process that
9 incorporates the following requirements:
10
- 11 1. Department Chairs (or designee) will hold orientation meetings on a regular
12 basis (e.g. quarterly, each spring quarter, twice a year, etc.) and all senior
13 project students are expected to attend such a meeting prior to or concurrent
14 to enrollment in senior project. (The target population for the meetings is
15 students planning to graduate in the following three to four quarters.)
 - 16 2. Department Chairs (or designee) must provide senior project guidelines to
17 students in electronic or printed form.
 - 18 3. Department Chairs will consult with faculty advisors regarding the senior
19 project requirements for their department. Faculty advisors will provide
20 additional structure when advising senior project students. Each student shall
21 write and turn in a senior project proposal to his/her advisor.
 - 22 4. Faculty advisors must offer regularly scheduled meetings for their senior
23 project students where specific timelines/outcomes will be defined;
24
- 25 and, be it further
26
- 27 RESOLVED: That the Provost ensure all colleges and departments will have their senior
28 project process in place no later than the end of Fall 2003 and these processes
29 must be publicly available, electronically or otherwise.

Proposed by: Academic Senate Instruction Committee

Date: January 30, 2003

Revised: February 25, 2003

Revised: April 4, 2003

Revised: April 15, 2003

State of California
Memorandum

CAL POLY

SAN LUIS OBISPO
CA 93407

To: George Lewis
Chair, Academic Senate

Date: August 21, 2003

From: Warren J. Baker
President

Copies: P. Zingg, D. Conn

Subject: **Response to Academic Senate Resolution AS-594-03/IC
Resolution on Completion of Senior Project**

This will acknowledge receipt and approval of the above subject Resolution. I am directing Provost Zingg and his staff to enact the steps incorporated in the Resolution in order to effect surer completion of senior projects.

Please express my appreciation to the Instruction Committee for the work they have accomplished on this important issue for the students at Cal Poly.