



SENIOR PROJECT/GRADUATE THESIS CHECK-OFF SHEET

I. Submission Requirements

- Completed title page and library release. These will be bound into your project.
- Completed Senior Project/Thesis ready for COA archiving. Once the final project is submitted it will be given to the Thorndike Library Archive and Special Collection for historical preservation – **Senior Projects/Theses cannot be removed from the library once they are submitted. If you have concerns about the public viewing your work due to patents pending, work being published or business development please see the Archivist for a limited access form. We can hold projects from public view for up to 5 years.**
- In order to receive credit for your Senior Project/Thesis you must e-mail (to registrar@coa.edu) two paragraphs: The first paragraph should briefly describe your project and the second should be your self-evaluation. This must be emailed to the Registrar's Office.

II. Presentation Requirements

Please read and pay close attention to these requirements. Your project will not be considered finished unless they are met, and your graduation could be delayed. Please contact Ingrid Hill with any questions at 801-5662 or Ihill@coa.edu

Your project must be submitted in both paper and disc form. (If you are doing an AV/Media Project, please go to the requirements in section III)

a. Requirements for Paper Submission

- All projects will be professionally bound unless they are less than 10 pages. Please provide a clean unbound copy to the library. Copies with a binder attached or holes punched in the paper will not be accepted.
- Please include a title page with title of project, full name, and year of graduation.
- There will be a \$20.00 lab fee for all Senior Projects. This fee will be applied to your student account when you register for your Senior Project.
- All aspects of the project need to be typed unless the artistic nature of the project necessitates a different format. You must obtain approval from the Library Archivist.
- The project must be printed on **8 1/2 X 11 inch paper and the left margin must be 1 inch** on your paper to accommodate binding. Larger projects can be bound, but there will be an additional fee applied. You will need to write a check for the additional fees.
- Decorative covers can be bound on to the front of your project. An extra fee will apply. You will need to write a check for the additional fees. Please let the archivist know if you would like this applied to your project.
- Release form and project proposal must be included with your project.
- If you would like your Senior Project/Thesis displayed during graduation week you must submit an additional copy to the Library. You may take the second copy with you after graduation. This copy can be bound in any format for display.

- Artistic projects** such as paintings, sculpture, and pottery must be photographed for the archives and printed on **8 1/2 x 11 paper**. Pictures must have a **1 inch** margin for binding. A short narrative must be provided with the pictures describing your project. Pictures alone will not be considered a finished project. You may also provide a disc with your images, but a sampling of the work must be printed on paper and incorporated into your project. A minimum of 10 printed pictures must be included in the project. Each picture must be at least 5"X7". Please no glossy pictures pasted onto paper. No loose pictures will be accepted. (The library does not keep original artwork).

b. Requirements for Disc Submission (This is required along with your paper copy)

- For electronic preservation please burn a final copy of your Senior Project/Thesis to a blank CD-R in PDF format. Please include all material in a single file and put your full name and year of graduation on the disc.
- Please submit this with your paper copy.

III. Audio/Visual Media Projects (i.e. Movies, Music CD's)

- There will be a \$20.00 lab fee for all Senior Projects. This fee will be applied to your student account when you register for your Senior Project.
- DVD and CD's are the only acceptable formats for media projects. No VHS tapes, cassette tapes, micro-cassettes or mini disc tapes will be considered.
- Multiple copies of CD's (3 or more) must be presented as a Data disc (please come see the Archivists if this is unclear)
- All discs need to be clearly labeled with student name, year, and title of project. If handwritten please make sure the writing is legible.
- A short description of the contents of your Video or CD must be provided when you submit your work.

IV. Student Personal Copy (optional)

Only Fill out the Information below if you want a Personal Copy Bound for Yourself

- Students may choose to have a personal copy (or copies) of their project sent to be professionally bound.
- Please provide the library with a clean copy. No binders please.
- The cost of the student copy is \$20.00 each. An additional \$4.00 will be applied if the student needs the bound copy sent to them. Additional shipping may be applied if more than 2 projects need to be sent to the student.
- The student must provide all copies to be bound. The library does not do duplicating.
- Make checks for the full amount to **College of the Atlantic**. Payment must be provided at the time the copies are brought to the library.
- You may choose a color for your personal copy. Please see Ingrid Hill in the library for color choices.
- Decorative covers can be bound on to the front of your project. An extra fee will apply.
- Please allow 4 to 8 weeks to receive your bound copy.

Any questions about your project binding requirements can be sent to Ingrid Hill in the library at 801-5662 Ihill@coa.edu

Please provide a permanent address where the library can send your personal copy (copies).

Name _____

Street Address _____ City _____

State _____ Zip _____ Phone _____

Email address after graduation _____

Library use only

Number of Copies needed _____ Paid _____

Student will pick up copies _____ Copies need to be sent _____

Color chosen for personal copies _____

**SENIOR PROJECT/ GRADUATE THESIS
SIGNATURE PAGE**

Student Name: _____
Print Clearly

Year of Graduation: _____

Title of Senior Project/Graduate Thesis _____

Short paragraph describing your Project _____

We, the undersigned, hereby certify the attached Senior Project/Thesis has been examined and approved. Permission is hereby granted to submit this work in its final format to College of the Atlantic's Thorndike Library for archiving.

▶ Project Director: _____
Print Name Signature Date

▶ Academic Advisor: _____
Print Name Signature Date

This Senior Project has been submitted to College of the Atlantic's Thorndike Library for Archiving.

Archivist Signature: (Ingrid Hill) _____
Date

By signing below, I attest that that this work is my original creation, that copyright for that work has not been assigned to another party, and that I am the sole owner of the manuscript thereof and all rights, title and interest therein.

▶ Graduating Student: _____
Print Name Signature Date

LIBRARY RELEASE

All students are required to archive a copy of their Senior Project/Graduate Thesis. Your project is important for the scholarly work of our current and future patrons. The following release will allow full access of your Senior Project to Thorndike Library patrons.

I hereby grant to College of the Atlantic non-exclusive license to archive and make accessible, my Senior Project/Graduate Thesis, in whole or in part, in all forms of media, including electronic media, now or hereafter known. I retain all other ownership rights to my Senior Project/Graduate Thesis, including but not limited to the right to use in future works. (such as articles or books)

I also agree that authorized readers of my work have the right to use it for non-commercial, academic purposes as defined by the "fair use" doctrine of U.S. copyright law, so long as it is properly cited according to conventional standards.

- **If you have concerns about the public viewing your work due to patents pending, work being published or business development please see the Archivist for a limited access form. We can hold projects from public view for up to 5 years.**

A copy of your Senior Project/Graduate Thesis will be saved in digital and paper form

▶ Student: _____
Print Clearly

▶ Signature: _____ Date: _____

If you are willing to allow wider access to your project, please check any of the boxes that apply below.

- Patrons may copy my project in full.
- My project can be used for educational or promotional purposes by College of the Atlantic
- My project can be released for worldwide access on the internet