

SUBMITTING SENIOR PROJECT TO DEPARTMENT

1. **CASHIER'S RECEIPT:** student goes to the cashier's window at 131 E Administration Building and pays the \$6.00 microfiche fee. He/she clips the white copy of the cashier's receipt to the Senior Project. The yellow copy is for the student's own records.
2. **SENIOR PROJECT REQUIREMENT FORM:** student obtains this form from the Journalism Department. He/she types the required information on the form and attaches the form to the Senior Project. See attached sample.
3. **SIGNATURES:** student requests senior project supervisor to sign the Senior Project Requirement Form.
4. **DELIVERY TO SENIOR PROJECT SUPERVISOR:** student delivers to supervisor:
 - a. Original copy, unbound in a 10" x 12" manila envelope marked "Library – Senior Project."
 - b. Senior Project Requirement Form.
 - c. Microfiche fee receipt.
5. **DELIVERY TO LIBRARY:** the department will send the original to the Library, therefore grades and comments must not appear on the original copy.
6. **RETURN OF THE PROJECT:** the Library returns the project to the department approximately two months after its receipt from the department. The department will then place the original in your department mailbox (if you are a current student) or return it to your senior project supervisor.