About the Archive

Established in 1999, the CSUMB Capstone & Thesis Archive provides a means of archiving and providing access to the culminating work of CSUMB seniors and graduate students. These works are records of achievement for our students, not only as a representation of their own experience here at CSUMB, but also as a permanent and public record of student experiences as they reflect the university's vision and learning outcomes. Furthermore, the Archive serves to enhance the institutional memory of academic work accomplished at CSUMB. Submission of Capstone projects to the Library Archive is voluntary, however submission of Master's theses is required.

Please note that master's theses are submitted through the Office of Graduate Studies & Research. For more information, contact your faculty thesis advisor or email gradstudies@csumb.edu.

Capstone Archive FAQ

What is the purpose of archiving Capstone projects?
The purpose of the Archive is to provide long-term access to Capstone projects within and outside the University. Adding one's capstone to the Open Access collections provides a permanent URL for that work suitable for resumes and increases its impact by making it easily findable via search engines.

Which formats can be archived?
Before you submit your Capstone project, it must be in one (or more) of the following acceptable archival formats:

Text: PDF
Images: JPEG, GIF, TIFF,
PNG Audio: AIFF, MP3,
WAVE
Video: MPEG, QuickTime File Format (MOV), Windows Media Video File Format
(WMV) Data: XML, Comma Separated Value (CSV)

If you have questions about which format to use, or about converting formats, please email digitalcommons@csumb.edu.

Who will be able to view my capstone project?
Students may choose between uploading their projects to the open access collection or the campus-only collection. Projects designated as open access are freely accessible to the general public, while access to the campus-only collection is limited to the CSUMB community. Both collections provide authors with the option of delaying access to their work for a specified period of time, for example a year after submission, by using the 'Embargo Period' field on the submission form.

What if I change my mind about who can access my capstone project after I archive it?
Authors have the ability to restrict or expand access to their Capstone project, or remove it from the Archive if needed. Contact digitalcommons@csumb.edu for more information.

How long does it take to archive my capstone project?
Once you have submitted your project to Digital Commons @ CSUMB, it will be need to be approved by an administrator, which usually occurs within 3 - 4 weeks. Once approved, your project will be posted and an email notification will be sent to the address you supplied on the submission form.

Where can I see an example of an archived Capstone?
You can browse the full list of capstones here:
https://digitalcommons.csumb.edu/caps_thes_all/ You can browse capstones by department here: https://digitalcommons.csumb.edu/communities/

Who can answer my questions?
For content-related questions, contact your faculty Capstone advisor.

For assistance with the Capstone submission process, please send questions to: digitalcommons@csumb.edu.