



## Al-Quds Bard College Moderation Guidelines 2020

Moderation is an important milestone at Al-Quds Bard College, ordinarily undertaken in the second semester of the sophomore year. The process of Moderation represents a student's selection of a major and a transition to the upper college and the final two years of work.

### Guidelines:

- Students should ordinarily moderate in the second semester of their second year, once they have completed at least 48 credits. Moderation **must** be attempted before a student reaches **65 credits**. Students are responsible for making sure they communicate with the program head of the department into which they seek to moderate and that they moderate on time. Also the academic adviser is responsible for making sure s/he communicates with the students to moderate on time.
- Students should ordinarily have completed or be enrolled in all Core requirements (L&T, FYSEM, English Comp, SYSEM, Arabic Comp) at the time of Moderation • Students should ordinarily have completed or be enrolled in at least two courses in their intended program of study at the time of moderation.
- Students should ordinarily have completed at least two distribution requirements outside of their intended field.
- Remember: until a student passes moderation, s/he does not have a major at AQB.
- If a student who is eligible to moderate does not complete the moderation process, s/he may not be allowed to register for the subsequent semester.
- Students must maintain an average of **70%** in the proposed major in order to moderate. If a student has a grade between 60-65% in a core course in their proposed major, the committee reserves the right to require the student to retake the course prior to a successful moderation. Failed core courses in the student's proposed major must be retaken before moderation.

### Process:

The Board: the student should ask a minimum of two faculty members to be part of the Moderation Board, one of whom should be from the division. The second person should be the student's current advisor at the time of moderation. The academic adviser should reserve the right of asking that three faculty members sit on the board if there are questions in advance about the student's qualifications. Boards should ordinarily be set at least two weeks in advance and students must submit their moderation papers at least 3 days prior to the scheduled board. It is the student's responsibility to ensure that the academic advisor has reviewed his/her papers and offered feedback. It is also the responsibility of the student to attend Academic Resources Center workshops related to moderation. Board members review the student's work, including evaluating past performance (the student's transcript), commitment, and preparedness in the field. During the board, the members make suggestions for the transition into a major, and will pass, defer or fail the student.

According to Al-Quds University bylaws, students unable to moderate **run the risk of dismissing from AOB College**, if a student is deferred, s/he must attempt moderation again at the end of the very next semester.

### Papers:

Moderating students are expected to prepare and submit three polished papers by the College-wide moderation deadline. Sample moderation papers are available in the Academic Resources Center.



**Paper 1: A critical evaluation of your college work to date (3 pages)**

This paper should include a description of the work that has been most interesting to you and why; a discussion of places where you feel confident and areas where you realize the need to work harder; your original objectives upon entering AQB, and what they are at present. Some questions you might want to consider as you write (in no particular order and feel free to go beyond these):

- Reflect on the classes you have taken. Which class was most challenging and why?
- In which class did you struggle the most and why?
- Was there a particular assignment you excelled at?
- Are there new skills and techniques you have learned?
- How has AQB College changed your personality?

**Paper 2: Your plans for the future (3 pages)**

This paper should include a description of your plans for your remaining two years at AQB and how these plans are related to your desired objectives; an indication of subjects and special topics which you would like to investigate in the last two years at AQB; any plans for internships or for work during the summer; and initial thoughts on your senior project topic.

**Some questions you might want to consider as you write:**

- What classes could you take outside your intended major to help you think more broadly?
- Are there any specific issues or topics you want to learn more about?
- Are there any issues or topics you might be interested in exploring for your senior project?
- Have you had any jobs or internships related to what you're studying?
- Where do you see yourself in 5 years?
- Possible strengths and areas of improvements
- Ideas for better College environment

**Paper 3: A Previously-Submitted Paper (5 pages or more)**

This should be a well-polished paper that you have previously submitted for a course in your proposed major that illustrates the best work that you have done in your proposed field of study. Students in media studies can submit a revised media project that they completed for a production course whether video, photography, journalism, etc. Students in the natural sciences division can submit a laboratory report that they have done in one of the practical coursework in their field.