**Advising a Senior Project**
- Registering: Students need to have completed 96 credits and to have moderated into the appropriate program. A student must enroll in 2 <u>consecutive</u> semesters of Senior Project and earns 8 credits upon its completion.

- Meetings: Weekly tutorial conferences with senior advisees are expected. (If students miss their conference or fall behind in their work, faculty should contact the Dean of Studies.

- Midway Board: Midway boards, which review a student's work on the project and make recommendations for how to proceed with research and writing, should be held at the end of the first semester of Senior Project. They <u>should not</u> be postponed until the second semester.

- Length: Although there is no rule for the length of a project, many programs expect a certain amount of material or number of pages. Faculty should check with program directors about expectations.

- Composition of Board: A Senior Project board is made up of an adviser and two other members of the Bard faculty (a fourth member can be added, if necessary, and not all board members need come from the student's program). In some programs, Senior Project boards are constituted by the program or division; in others, students choose their board members. Faculty should check with their program directors.

**Due Date of Senior Project**
- The submission due date for senior projects is set three weeks prior to the last day of scheduled classes. In the Division of the Arts, due dates for performances or showings are determined by the divisional faculty concerned. Although most students finish their projects in the spring semester, some students begin and complete Senior Project on the half-year.

- Extensions: Submission of a project later than the due date is extraordinary and a student must secure permission from the Faculty Executive Committee not later than one week prior to the due date. The request must be made in writing and include a supporting statement from a student's adviser. Extensions are rarely granted.

- Late Penalties: The grade for a late project may be lowered one letter. Projects submitted late without permission should automatically be lowered.

- Failed Projects: Students can fail Senior Project. Students who do so must undertake an entirely new project and re-enroll for two semesters of Senior Project. They may do so on a part-time basis.

**Submission of Senior Projects**

Students completing a written project need to submit on the due date:
- Three (3) bound copies of the senior project. These are for the faculty on your board. We will check them in and then give them back to you for delivery to the members of your board. These copies may be printed double-sided, as your board members allow. They should be bound in a black binder with built-in fasteners, or they should be professionally bound at a local copy center or at Bard's own Central Services (x7463).
- One (1) unbound copy of your senior project. This is the library copy: it should be submitted in a 10"x13" manila envelope with your name clearly printed on the outside. The pages should be loose; do not clip them together or bind them in any way. This copy may also be double-sided.
- Two (2) extra copies of the title page of your project.

Students completing a project involving an installation, performance, show or film need to submit:
• Two copies of a title page,
• A page project synopsis or artist's statement,
• A program or invitation, if applicable, and
• A 10"x13" manila envelope with your name clearly printed on the outside

Please review the Senior Project Guidelines for Students at
http://www.bard.edu/dosa/handbook/index.php?aid=1295&sid=738 for more detailed information about formatting the project and to see a sample title page.

All students are expected to submit their projects online at http://digitalcommons.bard.edu/senproj_s2017/ by the project submission deadline.

• When you submit the hard copies of your Senior Project you should bring the confirmation email you receive after you complete the online submission.
• Students in the Division of the Arts should complete the Submit Research Page online at http://digitalcommons.bard.edu/senproj_s2017 including the 1-2 page project synopsis or artist's statement. [This is the artist's statement already required by your Program.] Division of Arts students who are submitting media files representing their projects must also upload these as part of the process. All Division of Arts students must submit at least the required artist's statement online.
• Complete instructions for logging into Digital Commons (which uses your BardMail username/password) and submitting your project can be found online at: http://libguides.bard.edu/seniorprojectguidelines. If you have any questions about your digital submission, please contact Jeremy Hall at x7675 or jhall@bard.edu or visit him at the library in room 103. Additionally, you can also email digitalcommons@bard.edu.


**Grading of Senior Projects**
• At the end of the board meeting, the student leaves the room. In some programs, the faculty vote on a grade. In other programs (and divisions) a meeting of the entire program or division occurs at the end of the semester and all project grades are determined comparatively.

• A student who wishes to elect a pass/fail grade must state so to the Board at the beginning of the meeting. Students cannot elect this option at the end of the Board meeting. The project adviser plays an important role in helping the student arrive at such a decision.

*Partially updated April 2017*