

Division III Guide for Faculty

Passing Division II & Requesting a Division III Committee

Unlike Division II, which is broad and inclusive, the Division III needs to be specific, focused and doable in two semesters. Two semesters are needed to ensure the quality of student projects and to prevent undue pressure on faculty to pass and write evaluations for inadequate work.

We recommend that students pass Division II the semester *before* they file Division III so that they don't have to simultaneously pass Division II and file Division III while working on their Division III project and [advanced educational activities](#). If you or another member on the Division II committee is planning on leaving or if the student is planning to be on field study for their first semester of Division III, the student must pass Division II at the end of the semester, before they file Division III.

Division III committees must consist of two Hampshire faculty: a chair and member, or co-chairs. The Division II committee may suggest faculty whose areas of interest might accommodate a student's proposed Division III. CASA and the Schools will also have workshops and opportunities for students to learn more about filing Division III and meeting faculty. Students also have access to all faculty bios on the [Hampshire website](#). Students may also meet with the Division III dean in CASA to get ideas about which faculty might be appropriate for their proposed project.

For students completing in Fall 2016 and beyond:

- Students in their last semester of Division II will participate in the campus-wide Division III committee request process on TheHub. If they list you as a prospective chair or member you will be able to review their projects and decide whether or not you are willing to work with them.
- If you have agreed to be on a student's committee, they will work with you via email and in-person meetings to clarify and refine their ideas for their Division III contract.
- After passing Division II, students should make their Division III contract ready for you to sign as soon as possible and before the Division III filing deadline. Students must secure the online signatures of two Hampshire faculty to serve as chair and member, or co-chairs.

Refer to the [academic calendar](#) for dates and deadlines.

It is the student's responsibility to contact and arrange to meet you if they are including you in their committee request forms. If you decide that you are not the best person for the project they are proposing, or if you have met your committee membership limit for the semester, you may offer a suggestion of who else you would suggest for their proposed Division III. If you decline a request from a student to serve on their committee, you will be asked to provide some comments that will be viewable to other faculty in the student's request.

Beginning Division III

The Division III contract filed on TheHub needs to include a feasible and agreed-upon proposal for the Division III project, proposed advanced educational activities (see final page of this document) and the online signatures of two Hampshire faculty. For a contract to be officially filed, both committee members must sign. In exceptional circumstances faculty may make a request via the school dean to the dean of faculty for a stipend for faculty from outside of Hampshire to serve on a Division III committee in addition to the two Hampshire faculty members.

First Meeting with the Committee

Students are encouraged to schedule a meeting within two weeks after they file to discuss their expectations for completing their work. Among the items you should discuss:

- The number and frequency of meetings;
- Developing a schedule for handing in their work for both semesters;
- The role of the second member on the committee and whether the student should hand in initial drafts of their work to just the chair, or both committee members;
- Any materials or resources that may be beneficial to organizing their project;
- If their project requires additional funding, the [CORC website](#) lists opportunities in all areas of study.

Advanced Educational Activities (AEAs)

The final page of this document contains important information on advanced educational activities. Students must undertake and successfully complete two advanced educational activities while they are engaged in Division III work. **At least one of the two advanced activities must be an advanced-level course or supervised teaching.** If a student chooses to facilitate an EPEC course or participate in an independent study or internship as one of their advanced educational activities, the other activity must be an advanced-level course or supervised teaching.

Exceptions to the Division III Filing Deadline

Exceptions generally fall into two categories, relatively easy and difficult. An example of a relatively easy situation: the Division III proposal is approved and ready to file but the Division II committee is unable to meet before the filing deadline. A final meeting has been set and everyone agrees that the student would have passed had there not been an intervening event such as you or the student getting the flu. Generally the Division III CASA dean can negotiate the relatively easy situations through conversation with faculty and by confirming that all is otherwise in order with a student's academic record. The Division II still must be passed on TheHub before the student can file Division III.

An example of a difficult situation: the Division II was not passed or the Division III was not fully filed on TheHub on time because the student turned in work late. Students whose circumstances constitute "difficult" exceptions must appeal to the Division III exceptions committee, which is comprised of members of the Educational Policy Council. The Division III CASA dean serves as the conduit of documents and information to this committee and attends the meeting but does not vote. The purpose of the exceptions committee is to hear cases that involve extraordinary and extenuating circumstances (such as serious illness on the part of the student or a death in the family, rather than simply an inability to meet deadlines) that prevented the student from filing Division III on time. Before the student's request can be heard by the exceptions committee, the student must have passed Division II, and have explicit and comprehensive written confirmation and support from both the Division II chair and the Division III chair. The Division III chair must be able to confirm that the student has been working on Division III since the filing deadline and support the student's request for an exception based on extraordinary and extenuating circumstances.

Revisions and Progress Reports

Students must file a revision to their Division III contract by the [published deadline](#) at the beginning of their second semester of Division III. Changes to committee membership, advanced educational activities, or the Division III project must be reflected in this revision. Students are supposed to discuss changes with you in advance, since you will need to sign their contract indicating your approval. In the student's second semester, they may continue to refine their project, and these refinements can be addressed by you in their final evaluation.

A progress report needs to be completed on TheHub for each Division III student. **At the time of progress reports, it is important to make clear to students any concerns you might have about their ability to meet completion deadlines.** This progress report is an opportunity to alert the Division III CASA dean to any indications that the student may not be able to complete their degree requirements on time. You should also alert the Division III CASA dean at any time during the student's Division III year if you fear the student is at risk of not completing requirements on time. Often a meeting with the student and committee in CASA is sufficient to learn about the nature of the student's difficulties and agree upon a new plan (which may include taking an extension) for finishing the work. We hope to avoid situations where students finish the Division III project but need to attend summer school (or beyond) to take courses to satisfy the AEA requirements.

Please see the [academic calendar](#) for exact progress report and final revision deadlines.

Completion Dates

Please be sure to schedule final meetings, including film screenings, gallery shows and theater productions in time for the pass to be recorded on TheHub by the completion deadline, which is published on the [academic calendar](#).

Extensions Beyond the Anticipated Time of Completion

In extenuating circumstances, a student may request an extension for completing the Division III project. If a student is granted an extension, the date for submission of all completed work would be the first advising day in the following semester. A student on extension is charged a non-refundable fee of \$1,500, even if the work is not completed by the extension deadline. In order to be considered eligible for the extension date instead of the typical extra semester of enrollment, the Division III committee would need to certify, no later than the final day of classes, that they had received and reviewed Division III work that constitutes at least 90% of the total expected for the student's independent project. The student must have completed both [advanced educational activities](#).

If the student is granted an extension to finish Division III, that student must turn in all necessary work by the first advising day of the following semester. Students on extension are not considered enrolled at the College and should participate in student loan exit counseling at the Financial Aid Office before going on extension. A student who successfully completes all necessary work by the advising day deadline and passes Division III would have the degree voted by faculty and trustees during the following February or May, and the diploma would be made available to the student after the voting of degrees. Prior to the voting of degrees, the student may request a transcript or letter from the Central Records Office stating that degree requirements have been met.

See [The Hampshire College Student Handbook](#) for more information on extensions beyond the anticipated time of completion.

Final Evaluations

It's clear that most faculty are cognizant of, and conscientious about, meeting deadlines for submission of evaluations of the Division III project and work submitted as completion of advanced educational activities. Students have the legal right to inspect their records prior to commencement, so we expect that all records be available for viewing immediately after the deadline for submission. Students also want to read their evaluations and, often, include them in transcripts for graduate school and employers. The [academic calendar](#) has exact deadlines for when Division III evaluations and advanced educational activities are due.

Advanced Educational Activities

Students must undertake and successfully complete two advanced educational activities while they are engaged in Division III work. Both of these activities must be approved by the student's Division III committee. One of the two advanced educational activities must be an **advanced-level course*** or **supervised teaching (teaching assistant)****. If a student participates in an independent study or internship, or facilitates an EPEC course as one of their approved advanced educational activities, the other advanced educational activity **must** be an advanced-level course or supervised teaching. Internships must indicate **semester-long involvement**. A student may choose to facilitate an EPEC course as long as it is **planned with and evaluated by a Hampshire faculty member**.

Students who take an advanced-level course outside of Hampshire must receive a grade of C- or better. All advanced educational activities must be successfully completed by the end of the Hampshire advising/progress review period. Students may not negotiate an incomplete in the final semester for any advanced educational activity. Failure to complete an advanced activity will result in the student having to complete an advanced-level course at another institution, pre-approved by the Division III chairperson. The student's graduation date will be delayed until after receipt of a transcript documenting successful completion of the substituted course.

***Advanced-Level course** definition:

An advanced-level course must be approved by the student's Division III committee and related to the student's Division III area of study. For the purposes of satisfying Division III advanced educational activities, independent studies are not considered advanced-level courses. A course may be considered advanced-level if it is:

- A 300-level Hampshire course;
- A 200-level Hampshire course as long as the student explains the appropriateness of using that course in the Division III contract at the time of filing;
- Any Five College course or course taken at another college or university that is directed at seniors or graduate students.

****Supervised teaching (teaching assistant)** definition:

A student is considered a teaching assistant if they are assisting in the planning of and engaging in teaching activities for a full academic course. Please note that teaching assistant responsibilities differ significantly from the duties of a work-study or office/course assistant position, which are more limited in scope. Examples of the responsibilities of a teaching assistant might include: leading discussions, holding office hours for student appointments and providing feedback on papers or other assignments.

Students must be properly registered as a teaching assistant and receive an evaluation from the faculty member of the course they are assisting. Teaching assistant registration forms are available in the Central Records Office or [online](#).

Please see [The Hampshire College Student Handbook](#) for more detailed information on advanced educational activities.