

## Division III Guide for Students

### Requesting a Division III Committee and Completing Division II

Unlike Division II, which is broad and inclusive, your Division III needs to be specific, focused and doable in two semesters. For students completing in F16 and beyond:

Before you pass your Division II, you will complete the Division III committee request form on TheHub. This form will give potential committee members a brief indication of your plans for Division III. You will work with your committee via email and in-person meetings to clarify and refine your ideas for your Division III contract.

It is recommended that you pass Division II the semester *before* you file Division III so that you don't have to simultaneously pass Division II and file Division III while working on your Division III project and [advanced educational activities](#). If either one or both of your Division II committee members are leaving or if you are planning to be on field study for your first semester of Division III, you *must* pass Division II at the end of the semester, before you file Division III.

Here are some of the steps you'll make during the transition from Division II to III:

- Complete the Division III committee request form on TheHub
- Meet with potential Division III committee members
- Schedule a final Division II meeting well in advance
- Submit a portfolio to your Division II committee
- Work with your Division III committee to draft a contract
- Pass Division II by the deadline, approximately one week before filing Division III
- File Division III by the deadline, approximately 4 weeks into the semester.

Refer to the [academic calendar](#) for dates that apply to you.

Your Division II committee can suggest faculty whose areas of interest might accommodate your proposed Division III. CASA and the Schools will also have workshops and opportunities for you to learn more about filing Division III and meeting faculty. Be sure to read faculty biographies on the [Hampshire website](#). Your Division III committee will consist of two Hampshire faculty: a chair and member, or co-chairs. You can also meet with the Division III dean in CASA to get ideas about which faculty might be appropriate for your proposed project.

It is your responsibility to contact and arrange to meet faculty members you are including in your committee request forms. If a faculty member decides they are not the best person for the project you are proposing, or has met their committee membership limit for the semester, ask them who else they would suggest for your proposed Division III. You may also find that faculty you had not included in your request form will see your proposed project, and either contact you to discuss it or indicate that they are available to work with you.

## **Filing Division III**

Working with your potential chair and member, you will continue to revise your project proposal and ideas for [advanced educational activities](#). You may incorporate suggestions from these faculty as well as your own changing ideas and perspectives. Once you have your project proposal and ideas for your advanced educational activities finalized, you will need to make sure your contract is filed on TheHub by the [Division III filing deadline](#).

To see how other students have conceptualized and organized their projects, be sure to visit the Division III showcase on the first floor of the library where you can search completed projects by school and year of graduation. You can also search the Division III [online archives](#) for past projects students have completed.

### Advanced Educational Activities (AEAs)

The final page of this document contains important information on advanced educational activities. Students must undertake and successfully complete two AEAs 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 you choose to facilitate an EPEC course or participate in an independent study or internship as one of your advanced educational activities, the other activity must be an advanced-level course or supervised teaching.

## **Working on Division III**

### First Meeting with Your Committee

You should arrange a meeting with your committee within two weeks after you file to discuss their expectations for completing your work. Among the items you should discuss:

- The number and frequency of meetings;
- Developing a schedule for handing in your work for both semesters;
- Whether you will hand in initial drafts of work to your chair, or both committee members;
- Materials or resources you have at hand and any ideas you may have about organizing your project. (Your committee may also suggest other resources.);
- If your project requires additional funding, the [CORC website](#) lists opportunities in all areas of study.

### Revisions and Progress Reports

Because all Division III students and their chairpersons must complete a progress report on TheHub at the end of the first semester of Division III, it is important to arrange a date to submit work to your committee for their review.

Filing a revision to your Division III contract by the [published deadline](#) at the beginning of your second semester of Division III is a requirement for graduation. Changes to committee membership, advanced educational activities, or your Division III project must be reflected in this revision. Be sure to discuss changes with your committee members in advance, since they will need to sign your contract indicating their approval. In your second semester, you may continue to refine your project, and these refinements can be addressed by your chair in your final evaluation.

Please see the [academic calendar](#) for exact deadlines for contract revisions and progress reports.

## **Completing Division III**

Your final meeting, including any possible film screenings, gallery shows or theater productions must be scheduled in time for your committee to pass you on TheHub by the [published deadline](#). If you are finishing Division III in a fall semester, you may discuss with your committee an alternate completion date, which must be no later than the first day the College reopens after winter recess. The committee must approve the student's request for the alternative completion date on TheHub.

## **Division III Extensions or Personal Leave of Absence**

Students who do not complete the Division III project by the [spring or fall completion deadline](#), and both advanced activities by the end of the second semester in Division III, are typically expected to take another semester of full enrollment.

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, 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. 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.

## **Commencement**

**It's important to read and respond quickly to all notices about participating in commencement.** These notices are sent via HCAnnouncements or your Hampshire email account so it's important to check these sources often and respond right away. Questions about commencement can be directed to the Assistant Dean of Faculty in the [Dean of Faculty Office](#).

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## **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.