

Division III Guide for Students (2014-2015)

Passing Division II

The Division III filing deadline falls approximately four weeks into the semester. The Division II pass deadline is a week before the Division III deadline. If at all possible, it's best to pass Division II at the end of the semester prior to the semester you plan to start Division III. If committee members are leaving or if you are planning to be on field study, you will need to pass Division II that previous semester. If you are passing Division II in the beginning of the following semester, you will need to focus your energies on three areas simultaneously: passing Division II, formally filing the Division III, and attending to the courses or other activities you've chosen as your advanced educational activities (see final page of this document). Be sure to schedule a meeting with your Division II committee well in advance of when you plan to pass, so they can review your Division II portfolio to date, including evaluations for courses and possible independent studies or internships, a copy of your CEL 2 evaluation, evidence of having met the multiple cultural perspectives requirement and a draft of your retrospective essay. Ask your committee if you can schedule a final meeting at that time, or if they want to have a next-to-final meeting.

Filing Division III - Division III is a two-semester undertaking. Be sure you are fully filed by the Division III filing deadline: September 29, 2014 for May 2015 graduation; and February 19, 2015 for December 2015 completion.

Remember that unlike Division II, which is broad and inclusive, your Division III needs to be specific, focused and doable in two semesters. You might find it helpful to share your ideas for potential Division III projects with several friends, modmates, or already-filed Division III students. Often the more we talk about our ideas, the clearer they become. Often Division III filers find it helpful 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 Division III projects by school and year of graduation.

You need two Hampshire faculty, chair and member, or co-chairs. You may have a third member but remember that the more people you have on your committee, the more difficult it can be to arrange meetings. Once you have an idea for Division III, you can start by asking your Division II committee for suggestions of faculty whose areas of interest might accommodate your proposed Division III. Be sure to read faculty biographies on the Hampshire website under academics. You can also meet with me in CASA to get ideas about which faculty might be appropriate for your proposed project.

There are several advantages to participating in the draft process on TheHub during the semester prior to formally filing Division III. After you choose a potential chair and member, faculty can view your project proposal and ideas for advanced educational activities, and may contact you to discuss their availability or the fit between your proposed project and their areas of interest. You will clarify and revise your contract by interacting with faculty via email and during face-to-face meetings. Throughout this process you will be continuing to revise your proposal, incorporating suggestions from various faculty, and accommodating your own changing ideas and perspectives. **It is students' responsibility to contact faculty members to make arrangements to meet in person.**

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 who might be best for your proposed Division III. If a faculty member is unable to chair but can serve as member, ask who might be an appropriate chair. If you are having trouble building a committee, you can ask to speak to the dean of the school in which you are trying to locate faculty. As soon as two faculty members agree to be on your committee, you can post your proposal on TheHub by going to the Division III draft contract and filling it out completely. Be sure to remind faculty via email that your contract is “ready for faculty signatures.” Your filing date is the date the second faculty member signs on.

Note: There are application processes for students seeking Division III faculty in the following five areas: theater; creative writing; studio arts; animation/game development; and film/photography/video. Applications are submitted the semester prior to filing Division III. Applications for creative writing, theater and studio arts are available in the IA office in Greenwich. Applications for studio arts and film/photography/video are available in the HACU office in Emily Dickinson Hall. Applications for animation/game development are available online by contacting Ira Fay and Chris Perry. You can also follow the appropriate link when these program application deadlines are advertised on Hampshire Announcements.

You will need to apply again for Division III faculty even if you were assigned Division II faculty through any one of these application processes. Once you have a full committee, you need to meet with them in order to negotiate a mutual agreement concerning the exact dimensions of your Division III before filing the contract on TheHub.

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 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.

First Meeting with Your Committee

Arrange a meeting with your committee within two weeks after you file. At this meeting, you should inquire about committee members’ expectations in terms of the number and frequency of meetings they anticipate and in terms of a schedule for handing in your work. The role of the second member varies in terms of level of activity so be sure to ask if your committee prefers that you hand in initial drafts to the chair only or to both faculty. At this meeting you should describe to your committee any materials or resources you have at hand, which ones you plan to locate, and any ideas you may have about organizing your project. Remember that your Division III is an interactive and collaborative process. Ask your committee to suggest resources you may not be aware of and don’t hesitate to say that you don’t know how to go about locating those resources, if that is the case. It’s important to state what you need from each meeting, and to schedule a next meeting before you leave.

Funding

The CORC webpage www.hampshire.edu/corc/2662.htm lists funding opportunities in all areas of study.

Revisions and Progress Reports

All Division III students must complete a progress report on TheHub. If you change the focus of your work, committee membership, or advanced educational activities, you will also need to revise your contract on TheHub by clicking on “draft contract.” Be sure to discuss changes with your committee members in advance, since they will need to sign your contract revision on TheHub indicating their approval.

For students filed to complete Division III in December 2014 the deadline for contract revisions is September 15, 2014. For students filed to complete Division III in May 2015, the deadline for progress reports is December 5, 2014. The contract revision deadline is February 2, 2015.

Completion Dates

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 deadline (December 12 for Fall 2014 and May 1 for Spring 2015). If you are finishing Division III in fall 2014, you will be asked to select a completion date, which is expected to be December 12, 2014. You may discuss with your committee an alternate completion date of January 5, 2015. Students can indicate on TheHub their intention to complete by the alternative completion date of January 5. The committee must approve the student's request for the alternative completion date on TheHub.

Extensions Beyond the Anticipated Time of Completion - See next page for information.

Commencement

It's important to read and respond quickly to all notices about participating in commencement. These notices are sent via Announcements 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 Shannon Rosa in the Dean of Faculty office (x5479) or smrDO@hampshire.edu.

Students Who Do Not Finish Division III by the Completion Deadline

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 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 that student's independent project. The student must have completed both advanced activities. (See policy on advanced educational activities the Division III Guide.)

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 form the Central Records Office stating that degree requirements have been met.

If a student is granted an extension and remains in contact with the Division III committee, but **does not turn in all necessary work by that date, or the work is inadequate to pass Division III**, the student would be placed on leave for the remainder of the semester. The student is expected to be **fully enrolled and pay full tuition for the following term in order to complete the Division III. The student would not be permitted to complete degree requirements with a second extension deadline.** If such a student fails to complete e-checkin by the e-checkin deadline for the next term the student will be withdrawn from the College and must apply for readmission for a future full semester of enrollment.

If a student is granted an extension for completion of Division III, and **fails to remain in communication with the Division III faculty**, the student would be **withdrawn from the College as of the advising day deadline. The student would not be permitted to complete degree requirements with a second extension deadline.** In order to complete degree requirements, the student would need to **apply for readmission for a future full semester of enrollment.**

Students who meet the requirements to qualify for an extension and who have extraordinary circumstances such as serious personal illness or a death in the family, will be given the opportunity to be on **one** semester of leave of absence for the next semester. The Division III must be finished by the extension deadline, the first advising day of the term immediately following the leave. If a student decides to take a leave of absence for the following term, that student will have until January 10 after a fall semester or June 10 after a spring semester to indicate the intention to be on one semester of leave before finishing Division III. The decision to change status to leave of absence as of January 10 or June 10 is final. If the student fails to notify the Division III dean in CASA by the applicable June 10 or January 10 deadline, the student will be withdrawn from the College and need to apply for readmission for a future full semester of enrollment.