

Division III Guide for Faculty (2014-2015)

Division III Filing Process

During the semester prior to beginning Division III, students are asked to post a draft proposal of their Division III project on TheHub, and choose faculty as potential chair and member. TheHub indicates to faculty which students have requested them so faculty may review individual proposals, and communicate with the student concerning their availability and the fit between the proposed topic and the faculty member's areas of interest. It is the student's responsibility to contact faculty to arrange a meeting to discuss the proposal.

There are application processes for students seeking Division III faculty in the following five areas: theater; creative writing; studio arts; animation/game design; 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. Students can also follow the appropriate link when these program application deadlines are advertised on Hampshire Announcements. Students need to apply again for Division III faculty even if they were assigned Division II faculty through any one of these application processes.

The Division III filing deadline falls approximately four weeks into the semester. Before filing Division III students must have passed Division II, including CEL 2 and the multiple cultural perspectives requirement. The completed Division III contract 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.

Division III is a two-semester undertaking. Two semesters are needed to insure the quality of student projects and to prevent undue pressure on faculty to pass and write evaluations for inadequate work. When students file, they become part of the Division III universe: their names appear on the list of graduating students and they receive important and reassuring information about commencement, diplomas and transcripts. **If the student's name does not appear on the chair's list of advisees on TheHub within 10 days of the filing deadline, please call CASA (x5498) so we can correct advisee lists.**

Formation of the Committee

When you're in the process of signing on as a Division III committee member, especially as chair, it is important to let the student know your expectations in terms of the number and frequency of meetings you anticipate, a schedule for work to be handed in, and anything about your preferred working style that can lend clarity and facilitate a comfortable working relationship. Students must secure the online signatures of two Hampshire faculty to serve as chair and member, or co-chairs. 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.

The role of the second member varies in terms of level of activity but should be defined for the student at the outset. It's important that the chair set a time for an initial post-signing meeting. That meeting is a good time to address procedural issues and clarify expectations.

Advanced Educational Activities (AEAs)

The final page of this document contains information on advanced educational activities. 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.

Funding

Students can make use of the CORC webpage www.hampshire.edu/corc/2662.htm for funding opportunities in all areas of study.

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 I 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. I serve as the conduit of documents and information to this committee and I attend the meeting but do 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

Revision deadlines alert central records and faculty committees to any problems and allow time for students to register for Five College courses to use as advanced educational activities. 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.

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.** Please contact me directly about any situation, around the time progress reports are due or any time during a student's Division III, that could signal difficulty in a student's completion of degree 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.

For students filed to complete Division III in December 2014, the revision deadline is September 15, 2014. For students filed to complete Division III in May 2015, student progress reports are due on December 5, 2014 and faculty progress reports are due December 12, 2014. The revision deadline is February 2, 2015.

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 (December 12 for Fall 2014 and May 1 for Spring 2015).

Extensions Beyond the Anticipated Time of Completion – There is one extension deadline, the first advising day of the following semester. The fee for extension is \$1500. **Please see important information on inserted page.**

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. Just a reminder about why it's important to be timely: **Students have the legal right to inspect their records prior to commencement.** The expectation is that all records be available for viewing immediately after the deadline for submission. Beyond legalities there are human and fairness factors. Students and parents want to be able to read evaluations and share that information with others. When missing evaluations result in diplomas being withheld and transcripts being delayed, it's simply not fair to students who have completed degree requirements and often causes considerable consternation for students, parents, potential employers, graduate schools and several Hampshire offices. Missing evaluations for work completed at the Division I and Division II levels compound these problems because of the lack of proximity between the time of the student's completion of work and the date of intended graduation.