

# **Academic Policies**

- Campus email address
- Identification photo
- Dates of attendance
- Field of concentration
- Name of advisor
- Participation in officially recognized activities/course enrollment
- Dates, titles, and committees of divisional examinations
- Most recent educational institution attended

Telephone inquiries for alumni addresses and phone numbers are answered by the alumni relations office, which releases this information only to other alumni, Five College faculty, students, and other inquirers expressly authorized by the alum.

## PRIVACY OF RECORDS

Privacy rights apply only to currently enrolled students, former students, and alumni—applicants to the college are not covered. These rights pertain to any educational records in whatever form maintained by the college.

<b>Type of Record</b>	<b>Responsible Officer</b>
Academic .....	director of central records
Admissions .....	dean of academic support and advising/ director of admissions
Disciplinary .....	dean of students office
Financial Aid .....	director of financial aid

The following are not considered “educational records” and access will not be provided:

- Personal files kept by a college staff member if the record is not revealed to others and is kept in the sole possession of the staff member
- Student employment records that relate exclusively to the student in the capacity as an employee
- Records maintained separately from educational records solely for law enforcement purposes
- Medical records maintained by the college student health clinic
- Parents’ financial records

## ACADEMIC RECORDS

Students’ academic files are the responsibility of the central records office. Students have access to their paper files at any time during open office hours; online evaluations are available through TheHub at <http://thehub.hampshire.edu>. A picture ID must be presented upon requesting the paper file, which generally contains only outside evaluations such as community service, internships, transcripts for study abroad programs, etc. Any of the records may be photocopied on the machine located in the central records office.

## DIRECTORY INFORMATION

It is college policy to keep student records confidential, with the exception of the following “directory information,” which is considered public. It will be made available upon request at the discretion of the central records staff, unless a written request to withhold directory information is given to the director of central records. Students should realize that withholding this information may complicate enrollment verification to future employers or graduate schools and dissemination of information from within the College. Public directory information is considered to be:

- Name
- Primary address and phone number
- Campus address and phone number



Access to student educational records will be provided without prior written consent where such disclosure involves:

- Hampshire College officials who have a legitimate educational interest in the record; a school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- Officials of another school in which the student seeks or intends to enroll;
- federal, state, and local agencies and authorities as provided under law;
- parents of an eligible student if the student is claimed as a dependent for income tax purposes;
- organizations conducting studies for or on behalf of an educational institution, where such studies will not permit personal identification of students or their parents by those other than the representatives of such organizations;
- appropriate parties in a health or safety emergency;
- compliance with a disciplinary order or lawfully issued subpoena, where reasonable effort has been made to notify the student in advance of compliance;
- other circumstances permitted by the Family Educational Rights and Privacy Act of 1976, as amended.

The following college personnel have access to the file: staff of central records, dean of faculty, center for academic support and advising, admissions, and student life; offices of the college with responsibility for academic programs; the student's advisor; current and potential divisional committee members; and college employees gathering data for legitimate college purposes. To qualify as legitimate and educational, an interest must be related in a clearly discernible way to the conduct of the normal business of the institution or to the educational welfare of the individual student or of other students. Exceptions to this policy may be made in individual cases with the permission of the director of central records, provided that the exceptions are consistent with applicable law.

## REQUEST FOR AMENDMENT TO EDUCATIONAL RECORDS

If an eligible student believes information contained in his or her educational record is inaccurate, misleading, or in violation of the student's privacy, the student may request a review of the records and its amendment. If appropriate college officials so decide, the record should be amended within 30 days. If the college decides not to amend a record, the student shall be notified immediately and informed of the right to a hearing. A hearing may not be requested in cases where the student is disputing a faculty member's judgment of academic work. Such disputes should be taken up in consultation with the appropriate School dean and the dean of the faculty.

## WAIVER FORMS

Upon matriculation, students are asked to sign a waiver form stating whether or not the college can provide information about academic progress to parents and/or to the Hampshire College institutional advancement office if the student has received scholarships or grants. If the form is not completed, it will be assumed that information about a student's academic progress can be given. If the student wishes to rescind or to revise permission for access at any time, he or she should come into central records to sign a new form.

## TRANSCRIPTS

The Hampshire College transcript includes the following:

- Dates and titles of divisional work passed and in progress; Hampshire College courses and evaluation status for which the student is properly registered; cocurricular activities; Five College grades; and field study, leaves of absence, graduation, and/or withdrawal dates. All Five College grades are included. An optional list of evaluated learning activities specified by the student may also be included.
- The Division III evaluation, including two advanced educational activities.
- The Division II evaluation, including the community service evaluation and evidence of completion of the multiple cultural perspectives requirement.
- The Division I portfolio assessment.
- The Division II or III contract abstracts when the evaluation has not yet been received.



All course evaluations and/or Division I Portfolio Assessments are included in transcripts prepared for students who have not yet received the Division II evaluation. Division III students and graduates may select representative evaluations of coursework, field studies, internships, etc. Transcripts also include a description of

the academic program, a key to the transcript, and recommendations for awarding transfer credit.

## REQUESTING A TRANSCRIPT

When a student first anticipates needing a transcript for graduate schools, summer school, transferring, or other reasons, he or she should go to central records, review the file, fill out an official request form, and indicate the addresses to which the transcript must be sent and any deadlines for receipt. Forms are also available on the central records webpage. No transcript can be issued without a student's written permission and signature.

It can take up to ten business days to prepare your transcript.

### Cost

Students are billed a one-time transcript fee, which entitles them to request transcripts both while enrolled and in the future at no additional charge. Students are responsible for expedited shipping costs.

### Maintenance of Student Files

Students should prepare their transcripts before leaving the college. Final documents are kept on permanent file in central records by scanning onto CD-ROM after students leave Hampshire. Students who have not requested final transcripts prior to scanning may not have the option of selecting representative additional evaluations.

## Transcripts/Outstanding Obligations

Students who have outstanding financial obligations to the college may not receive official transcripts, nor will transcripts be issued to a third party.

Transcripts will not be issued for any student who has defaulted on **any** federal student loan until the college has been notified by an agency that the student is no longer in default.

If a student has not fulfilled his/her disciplinary sanctions imposed by the Hampshire College Community Review Board, the dean of students office, or the residence staff, the degree will be withheld and official transcripts will not be released.

If a student is suspended for disciplinary reasons, the dates of suspension will be noted on the student's transcript. This information will be removed upon a student's readmission to the college, or when the suspension date has passed.

Transcripts of students who are expelled for disciplinary reasons will bear the notation "Permanently separated on [date] by the dean of students." This notation will not be removed.

Students who have not fulfilled obligations as described above may be issued one unofficial transcript that will be stamped with issued to student and outstanding obligation. Transcripts will not be issued to a third party.

## COURSE REGISTRATION

There is an advising and preregistration period each semester during which students meet with their advisors to discuss their proposed programs for the following semester. Hampshire students may preregister for both Hampshire and Five College courses at this time. Students cannot preregister for courses for the following semester until their advisors give them permission on TheHub, so it is essential for students to meet with their advisors. Course registration instructions are located on the central records webpage. Students may register for courses until the end of the registration period indicated in the academic calendar. Courses dropped after the end of the registration period will be recorded on the student transcripts as "W" for "withdrawn." Students with documented medical reasons or other verified, unforeseen grounds of personal or family hardship may contact the Center for Academic Support and Advising to request an exception to this policy. If a course is not properly dropped by the deadline, no evaluation or, in the case of a Five College course, a grade of "F" will be recorded on the transcript.



Students are responsible for verifying the accuracy of their schedules online and making corrections to the schedule by the published deadlines. Students may add courses only after the add/drop period through an appeals process. Students must complete a Late Add Justification that includes a description of the extenuating circumstances, and the signatures of both the instructor of the course and the advisor. These forms must be submitted to central records, and requests to add late will be considered by an appeals committee. Requests to drop a course after the final deadline will not be considered.

The need to observe religious holidays will be honored by arrangement with individual faculty members. The Commonwealth of Massachusetts statute ensures that any student who is unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused and shall be provided with an opportunity to make up such examination, study, or work requirement that may have been missed because of such absence on any particular day, provided, however, that such makeup shall not create an unreasonable burden upon the college. No adverse or prejudicial effects shall result to the student.

## FIVE COLLEGE COURSES

Listed below are the rules and regulations covering enrollment in off-campus courses. These regulations have been worked out by mutual agreement among the Five Colleges. Registration instructions are located on the central records webpage.

- Students may preregister for a maximum of two Five College courses. During the add/drop period, students may request additional Five College courses. Students may take no more than two courses at Amherst College in any one semester.
- Off-campus courses do not incur extra tuition charges unless there are special lab fees, music lesson and practice fees, or special materials. Registration for Five College courses in any registration period is completed on TheHub through the Five College course request system. Enrollment in a course is not guaranteed until the class actually begins.
- If a student fails to enroll properly in a Five College course by the stated deadlines, the grade in the course will not be recorded. The other colleges will not permit enrollment after these dates even if the student has been attending the course.
- For year-long courses, students must repeat the registration process for the spring term.
- Students taking Five College courses are subject to the grading system, calendar, and academic honor system of the host institution and must take all exams at the time scheduled by the host institution. Five College registration policies and practices vary from institution to institution. (Some instructors in the other four colleges will provide a written evaluation in addition to the required grade, on request.) A Five College grading system is used by the five colleges. Students may be graded on a 14-point system (A+, A, A-, B+, B, B-, etc.) when taught by Five College-appointed faculty.
- Division III students who enroll in off-campus courses to fulfill advanced educational activities that extend beyond Hampshire graduation deadlines should be aware that formal awarding of the degree will be delayed if confirmation of course completion is not received prior to commencement.



## JANUARY TERM

January term (three weeks in duration) at Hampshire offers a unique opportunity to pursue a variety of interests. Students may study a specific subject in depth, take practical courses or workshops, participate in seminars, or work independently on divisional examinations. January term can also be a time to study something that doesn't fit into the regular program of study. Important features of January term are an intensive foreign language program and faculty-led courses abroad.

Faculty members may use January term to experiment with new approaches or explore new subject matter. January term faculty include both regular and visiting faculty. There are also course offerings and/or workshops by alumni, staff, parents, and students.

The college strongly encourages participation in January term. Students may also work, travel, or study elsewhere in January. From time to time, the other private colleges make courses open to Hampshire students. At the University of Massachusetts Amherst, January term courses are offered through the Division of Continuing Education, which is not part of the Five College interchange. Students may participate in the courses, but must pay the required fees and request a separate transcript.

January term is considered part of the fall semester. Students on leave of absence during the fall semester may not enroll in January term courses. Students on field study or exchange during the fall semester may enroll in January term courses only with special permission from the dean of academic support and advising. Students are expected to register for and complete the January term class that is relevant to their divisional work. Field-study students who obtain this permission must live on campus and pay the fees for tuition and room as listed in the fee brochure distributed by student financial services and on the student financial services website. Fall term Hampshire exchange participants who obtain this permission will not be required to pay additional tuition fees, but will be assessed housing fees on a program-by-program basis.

## ADVISORS

The advisor is fundamental to the student's sense of satisfaction and progress at the college. The relationship between advisor and advisee should genuinely support the student's intellectual growth and provide the student with an important resource for academic training.

### MAJOR ROLES OF THE ADVISOR

- Assisting students in planning an academic program and developing their educational interests
- Helping students understand Hampshire's programs and procedures
- Assisting students in maintaining their academic files
- Contributing to the determination of students' academic standing (refer to section on guidelines for academic progress)
- Writing letters of recommendation upon request from a student
- Counseling students about field study, exchange, leave of absence, and withdrawal

It is the student's responsibility to schedule an appointment to discuss the academic progress at a minimum on advising days and at the end of each term. During Division I, the faculty member teaching the student's tutorial will serve as the student's advisor and write the Portfolio Assessment the student receives upon completion of Division I.

During advanced studies, the Division II or III chair usually serves as the academic advisor, unless a student, by filing a form with the center for academic support and advising, requests that a different faculty member serve as the academic advisor. The Division II or III chair will retain access to the student's academic records in such cases.

Close student-faculty relationships are a central feature of a Hampshire education. Every student is assigned a first-year advisor to assist with the selection of courses and the planning of the student's academic program. The advisor-advisee connection is strongest when student and faculty member work closely together on common academic projects. First-year students are assigned an advisor who leads a first-year tutorial in which the student (along with all the other first-year advisees of that advisor) will be enrolled during the first term of study. The first-year tutorial provides an initial basis for the advisor to get to know and assess the advisee's academic progress. Spring term first-year entrants are assigned an advisor who is teaching a class in which the students are enrolled, as there are no first-year tutorials offered in spring term.

Transfer students are assigned an advisor in an area of interest described in the student's proposed program of study.



# THE ACADEMIC PROGRAM

Hampshire College students qualify for the bachelor of arts degree by completing a full-time program composed of three levels or “divisions” of study with the aim of accomplishing Hampshire’s learning goals:

- Learn to read and interpret intellectual or artistic works
- Write critically and analytically
- Understand quantitative methods of analysis
- Develop creative abilities in expressive modes (e.g., creative writing, visual and performance arts, and music)
- Effectively present ideas orally
- Conceive and complete project-based work
- Understand multiple cultural perspectives on intellectual or artistic subjects

In Division I, students pursue foundational studies in the liberal arts by designing a first-year curriculum in which they satisfy distribution requirements including Hampshire’s first-year learning goals.

In Division II, students explore their chosen field(s) of emphasis (the concentration) through an individually designed program of courses, independent work, and internships or field studies. In addition to these requirements, students in Division II must include volunteer services to Hampshire or the surrounding community as a part of their Hampshire education and demonstrate an understanding or and engagement with multiple cultural perspectives as they relate to their course of study.

In Division III—advanced studies—students complete a major independent project centered on a specific topic, question, or idea as well as two advanced educational activities. Students are also asked to look beyond the specific focus of their work by integrating their work into the larger academic life of the college by engaging in advanced courses, internships, or teaching assistant positions.

## DIVISION I

Division I serves two essential purposes. The distribution requirement introduces students to a broad range of subject matter before they choose an area of concentration. Division I also helps students to attain the methodological and critical tools of inquiry necessary for Division II and Division III work including the development of writing skills, methods of quantitative analysis, the capacity for critical inquiry and art making,

presentation skills, research skills, and the ability to do self-initiated academic work. A student’s advisor will periodically review academic progress during and at the end of each semester of Division I to identify the student’s developing areas of strength as well as indications of the need for further study. During each of their first two semesters of enrollment, students must satisfactorily complete four evaluated courses (which may include independent study).

By the end of the second semester, students must have successfully completed eight courses: five distribution requirements, one in each of the five Schools of the college (Natural Science; Cognitive Science; Social Science; Humanities, Arts, and Cultural Studies; and Interdisciplinary Arts) and three additional requirements drawn from the curriculum offered by any of the Schools of Hampshire College or from the Five Colleges. Students must receive a grade of C or better in a Five College course. Distribution requirements may be satisfied by 100-level Hampshire courses or specifically designated 200-level Hampshire courses. Fall entrants take a required tutorial which also counts for distribution.

Students are strongly encouraged to incorporate language study into their academic program. Because languages are best learned when studied continuously, students electing to study another language are strongly encouraged to enroll in language courses in the first year. Language study is also good preparation for study abroad in Division II or III. Language courses may be used to satisfy the distribution requirement in Interdisciplinary Arts.

## First-Year Students with AP, IB, or Prior College Work

Students who have completed fewer than 15 semester or 23 quarter credits of college work will be considered first-year entrants and must meet all distribution and additional course requirements of the Division I curriculum.

First-year students who present Advanced Placement program (AP) scores of 3, 4, or 5 or International Baccalaureate (IB) scores of 5, 6, or 7 on Higher Level exams may use non-distribution 200-level courses to fulfill the Division I distribution requirement in the relevant Schools. AP or IB placement must be recorded by central records before it can be used for Division I.

College coursework recorded for credit on students’ high school transcripts may not be used at Hampshire College.

College courses not recorded for credit on the high school transcript may be considered for use in Division II with the approval of the committee chairperson. These courses may not be used in Division I either for placement into 200-level courses or to satisfy distribution requirements.



## DIVISION II

Division II is the core of a student's education at Hampshire College. It consists of an area of concentration pursued through courses and other learning activities, as well as the Multiple Cultural Perspectives requirement, additional studies outside the area of concentration as appropriate, community service, or community engagement and learning. The Division II final meeting, at which the concentration is passed, completes the process.

The concentration is an area of learning that the student pursues in greater depth to his or her individual interests and needs. Each student designs and carries out a concentration with the guidance and supervision of a committee of faculty selected by the student for this purpose. Two Hampshire College faculty must be members of the committee, one of whom serves as chair. A Five College faculty member or an individual from the surrounding community may occasionally serve as a third member.

Within the limits of the resources of the college, the Five Colleges, and the ability of the student and the student's committee to locate resources for the student, there is great latitude in the design of a concentration. It is essential, however, that a concentration proceed on the basis of a plan, that it be a coherent body of studies, and that it build from work at foundational levels to advanced work. Division II is normally a four-semester process, with the portfolio of work submitted to the committee at the conclusion of Division II representing the equivalent of four semesters' worth of work in the concentration in Division II. The Division II contract must be formally filed at least three semesters prior to passing the Division II examination.

In the concentration, the student seeks to achieve a grasp of particular knowledge and techniques, the broader concepts that lie behind them, and critical and analytical skills appropriate to the relevant disciplines. A concentration may range from a plan of study similar to that of a traditional college major to a highly individualized program of study that encompasses several disciplines or areas of conceptual thought and understanding. It may include a number of different kinds of learning activities: independent studies and projects, courses, reading programs, internships, and other forms of field study away from the campus.

The concentration is not the whole of a student's work in Division II; additional studies outside the area of concentration are also an important part. In addition to the concentration, the student is expected to pursue academic interests in areas unrelated to the concentration, much as a student at a traditional college would engage

## Completion of Division I

During the third semester of enrollment, students are responsible for preparing a Division I portfolio that includes completed course evaluations, representative samples of work, and a self-evaluation that reflects on their studies in Division I. Students meet with their advisor to discuss their academic progress during the academic year. After receiving evaluations for second-semester work, and after reviewing the Division I portfolio, the advisor will determine if the student has satisfied all Division I requirements, and (if so) will pass the student's Division I examination. Students who do not satisfy all Division I requirements on the basis of their first two semesters' work should consult with their advisor to address the need for further study to ensure the satisfactory completion of Division I.

The Division I self-evaluation must be filed online when a student has satisfied the Division I requirements, including a retrospective essay reflecting on Division I work, and a successful review of the Division I portfolio with the faculty advisor. Students must also save online the final selection of courses used to fulfill Division I requirements. When Division I is complete, the advisor then prepares an evaluation online based on the Division I portfolio.

When transfer students complete all the Division I course requirements, they should notify central records in order to record a Division I pass. Transfer students do not need to write a Division I self-evaluation or submit a Division I portfolio. They will not receive a Division I evaluation. Transfer students should refer to the transfer policy section.





interests outside the major. Since these additional studies need not meet the criteria for a concentration (coherence and building), this feature gives the Division II student an added measure of flexibility and freedom in designing a course of study.

When students have completed sufficient studies in the area of concentration to pass Division II (usually at the end of the third year, or sixth semester), they submit a retrospective and a portfolio of their work to the committee. If the committee agrees that a student is ready to pass, they hold a final meeting. When a student has passed Division II, the committee records a pass online, and files a written evaluation online that becomes part of the student's academic record.

## Division II Requirements

In addition to carrying out the work defined by the Division II contract, every Hampshire student must complete two academic requirements prior to completing Division II work: multiple cultural perspectives and community service or community engagement and learning.

### Multiple Cultural Perspectives

Hampshire College is committed to the principle that a liberal arts education should include a serious engagement with multiple cultural perspectives. The Multiple Cultural Perspectives requirement is to be an integral part of the set of questions that guide the Division II at its inception (Division II contract) and completion (Division II portfolio). In consultation with their Division II committee, students will fulfill the requirement through substantial engagement with one or more of the following critical issues: non-Western perspectives; race in the United States; and relations of knowledge and power. At the completion of the concentration, students will present the results of their work on the Multiple Cultural Perspectives requirement in their Division II portfolio, including coursework and/or independent research. Students will also describe in their retrospective essay (or elsewhere) the impact those explorations have on their concentration as a whole. This requirement will be described and assessed as part of the Division II evaluation.

### Critical Issues for Multiple Cultural Perspectives Requirement

In satisfying this requirement, students can choose to address one or more of the following critical issues. However, students are encouraged to integrate all three issues into their Division II:

A. Non-Western Perspectives: Study of non-Western peoples and cultures will help our students to understand better the cultural

diversity of the interconnected world at large. An intellectually vigorous engagement with non-Western perspectives expands the way one comprehends the world. To achieve this goal, students must incorporate study of non-Western peoples and cultures into their Division II.

B. Race in the United States: Study of the history, politics, and culture of race in the United States and elsewhere will enable our students to understand better the conditions that underlie discrepancies of power that often fall along racial lines. Serious academic study of theories and analyses pertaining to "race" offers a more critical approach to students' education. To achieve this goal, students must incorporate study of the roles that race and racism play in American culture and society into their Division II.

C. Knowledge and Power: The influence of discrepancies in power and privilege is hidden from most scholarly discourse, where the canons of academic disciplines are apt to be presented as neutral and universal. Study of how academic knowledge may be shaped by relations of power and difference will help our students think more critically about the processes under which intellectual or artistic perspectives can be either privileged or marginalized. To achieve this goal, students must incorporate study of the relations between power and knowledge, in regard to either A (non-Western perspectives) or B (race), into their Division II.



## Community Service/Community Engaged Learning

Hampshire College is transitioning to the Community Engagement and Learning requirement passed by the faculty in 2007. While a supporting infrastructure is put into place, the minimum requirement for all students remains the Community Service Requirement as articulated below. Students may pursue the new and enhanced Community Engagement and Learning option that follows if their advisors or Division II committee agrees.

### Community Service Requirement

Hampshire's commitment to community-based learning and service emerges in part from the obligation that all institutions of higher learning have to serve the larger communities of which they are a part. This commitment also emerges from Hampshire's distinctive pedagogy, which stresses engaged scholarship and development of the critical inquiry and leadership skills necessary to enable students to participate responsibly in a complex world. The fulfillment of the Community Service requirement should provide the student with the opportunity to contribute in a substantial manner to the college and/or to meeting critical needs as defined by community-based organizations outside the college. The nature of the service provided should complement students' individualized academic programs and encourage them to collaborate in helping communities to address important needs. To the extent possible, Hampshire encourages students to integrate their community-based service learning experiences into their academic work and to document this work through reflective writing in the Division II portfolio. To satisfy the Community Service requirement, students must satisfactorily complete substantial service opportunities that have been approved by the Division II committee and have a written evaluation of their work written and signed by a supervisor familiar with what they did.

Evaluations of community service must be submitted to and recorded by the central records office prior to passing the Division II concentration.

### Community Engagement and Learning

In keeping with our educational mission, Hampshire expects every student to contribute something of value to the larger college community as well as to "advance the cause of social justice and the well-being of others" outside Hampshire. A commitment to engaged scholarship also emerges from Hampshire's distinctive pedagogy, which stresses the importance of critical inquiry and the development of knowledge that enables students to participate responsibly in a complex world.

The Community Engagement and Learning requirement encourages students to design multiple opportunities to build community on campus and seek innovative ways to help address critical needs as defined by communities and organizations outside the college. Off-campus projects are negotiated collaboratively between students and community organizations and should be founded on reciprocity and sustainability. Hampshire encourages students to integrate into their academic work, through documentation and reflection, the knowledge gained from extending their learning venues beyond the classroom. The requirement sets minimum standards for completion, but students are encouraged to engage in socially responsible activities and take advantage of the opportunity to incorporate engaged scholarship and learning throughout their Hampshire education.

Working closely with their academic advisors, Hampshire students will design and fulfill their Community Engagement and Learning requirement before the conclusion of their Division II. Engaging in a sustained semester-long equivalent (about 40 hours) of community-based learning, students will demonstrate social responsibility by meeting agreed-upon goals defined by an organization, person, or community on or, more typically, off campus. To the extent possible, these contributions and the engaged learning that results will complement or in some way further a student's academic course of study, and may take many forms. Typical examples are:

- Internships (in local, national, or international settings) that are arranged through a course, through a Hampshire program, or independently
- Various forms of mentoring in one's area of growing expertise (e.g., teaching assistant position, ESL, or other types of tutoring)
- Other types of applied work that require students to utilize and build upon skills and expertise related to their divisional work (e.g., campus organizations, apprenticeships with NGOs, museums, or schools)

While integration of the Community Engagement and Learning requirement into the student's area of concentration is desirable, it is not required, and students may elect to fulfill this requirement before beginning Division II. However, in all cases, students must carefully negotiate their proposed form of community engagement with their advisors and/or Division II committee before initiating the activity in order to determine if it meets the criteria and spirit of this requirement.

Students are expected to engage in ongoing reflection on the relationship between their own learning goals and community needs



as defined by the individual(s) or organization(s) with whom they are working. A reflective essay that describes the work accomplished, the need(s) being addressed, the learning that took place from this experience, and (where applicable) the integration of this learning with the academic focus of a student's concentration will be included in

the final Division II portfolio, along with any documented project work completed for the sponsor. Upon completion of each activity, a supervisor must sign a brief form and evaluate the student's work. This evaluation, the reflective essay, and accompanying documentation must be included in the Division II portfolio.

## Division II Field Study or Exchange

Students may include off-campus study at any time during the Division II, taking opportunities to study abroad or elsewhere in the United States, either on Hampshire Exchange or on field study. Because of the need to pass Division I, form a committee, and file Division II, off-campus study is not recommended for third-semester students, except in exceptional cases. To be eligible for exchange or field study, students must file for Division II prior to the start of their semester off campus.

Students on field study or exchange during the fall semester may enroll in January term courses only with special permission from the dean of academic support and advising. Students are expected to register for and complete the January term class that is relevant to their divisional work. Field study students who obtain this permission must live on campus and pay the fees for tuition and room as listed in the fee brochure distributed by student financial services and on the student financial services website. Fall term Hampshire exchange participants

who obtain this permission will not be required to pay additional tuition fees, but will be assessed housing fees on a program-by-program basis. Refer to the Field Study or Exchange section or the Center for Academic Support and Advising website for more information.

## Procedures for Division II Work

### Overview

Students begin to formulate a preliminary course of study for Division II during the third semester. As a result of discussions with the faculty, by the end of the third semester (and no later than the beginning of the fourth semester) a Division II committee is formed, which consists of two Hampshire College faculty who, together with the student, discuss how the student's interests and goals might be best addressed. The student drafts a Division II contract—a description of various learning activities to be completed over the span of Division II that reflects the student's interests and goals as well as the concern for breadth and intellectual rigor.

As each student carries out Division II, the faculty committee provides criticism, advice, and ongoing evaluation. The process culminates in the presentation of a portfolio consisting of papers written for courses or independent projects, course and field work or internship evaluations, artistic products, and other evidence that the terms of the Division II form have been fulfilled. The student and the committee members discuss the material, and if the student is judged to have passed the Division II, the Division II committee prepares a Division II evaluation that will be recorded in the student's online academic file.

## Filing Dates and Deadlines for Division II

Central records publishes the academic calendar detailing the filing deadlines for each academic year.

## Procedures

- Students post a preliminary Division II proposal on TheHub briefly indicating their area(s) of interest for this Division II concentration during their third semester. Students name three potential faculty members who could serve as the chair of the committee and three who could serve as the member (these may be the same three for each). This alerts faculty about which students want them on their committees and sets the stage for students to contact these faculty for face-to-face meetings.
- Courses taken during the first two semesters of enrollment not used to fulfill Division I requirements may be applied to the Division II if relevant. Courses taken during the third semester



of enrollment, if not needed to fulfill Division I requirements, will also become part of the Division II concentration if relevant, even though the Division II has not yet been filed on TheHub.

- In consultation with the advisor and the potential members of the concentration committee, the student drafts a Division II contract online. As the contract indicates, the student should state the general goals of the concentration, naming the fields of inquiry, techniques, and skills that the student seeks to understand and develop through the plan of study, and indicate prior experiences, including those in Division I, that contributed to the choice of the concentration; outline the learning activities that will constitute the plan of study, showing how they relate to its general goals; indicate expectations for assistance and supervision that the student will receive from faculty; and state the ways in which the student intends to demonstrate fulfillment of the Division II. The contract also includes a statement of how the student's work relates to the Multiple Cultural Perspectives requirement (see above) and, if possible, how the student plans to fulfill the Community Service requirement.
- A member of the Division II committee is designated as the chairperson. The chairperson has the primary responsibility for monitoring the progress of the concentration, overseeing the final meeting, and writing the student's Division II evaluation. The Division II chair serves as the academic advisor, unless a student, by filing a form with the center for academic support and advising, requests that a different faculty member serve as the academic advisor.
- Students should work on developing their Division II contracts, in consultation with their advisors and relevant faculty members, during their third semester. Toward the end of the third semester, but no later than the beginning of the fourth semester of enrollment, they should post the contract as ready for faculty signatures. Committee members electronically sign the contract, which files it with central records. Division II is a four-semester undertaking, with at least three semesters completed after filing the Division II contract. The portfolio of work submitted to the Division II committee represents the equivalent of four semesters' worth of work in Division II.
- The initial Division II contract may be and usually is amended or rewritten during the period of work on the concentration. The revised concentration form must be signed by all members of the committee.
- The student is responsible for fulfilling all the commitments detailed in the Division II contract. Evidence of completion

will typically include course evaluations, Five College grades, research papers and lab work; fulfillment of the Multiple Cultural Perspective; and evaluations for internships, independent studies, performance, artistic work and Community Service or Community Engagement and Learning. All work completed on field study or exchange must be evaluated, documented and recorded by the central records office.

- Periodic feedback from the committee chairperson will provide a sense of how the concentration is progressing. Before a final meeting is scheduled, the student should contact the chairperson to verify that all of the materials to be submitted for evaluation as specified by the contract have been made available to each committee member. At that point, the student should arrange the time of the final meeting with each of the members of the committee. Although the format and style of the final meeting varies, it is normally an oral examination of the student's Division II work, which involves a discussion of the central questions addressed in the concentration.
- Students are encouraged to include a statement about prospective Division III work as a part of the Division II portfolio submitted for evaluation. It is expected that Division III work will grow out of Division II work, since Division III is not the place to acquire knowledge, skills, methodologies, and techniques necessary for independent study, Division III work should be undertaken in a different area of study only in cases in which the student has appropriate other background that constitutes suitable preparation for advanced work.
- Prior to the final meeting, students must submit a final revision of the Division II contract on TheHub updating the list of courses and other learning activities included in the concentration. The revision should also include any necessary changes in committee members, community service requirements, and other aspects of the concentration form. The Division II committee should sign the revised contract on TheHub prior to the final meeting.
- Students must submit their Community Service or Community Engagement and Learning evaluations to central records for recording prior to the final meeting. The evaluation should be on letterhead of the institution where the student provided service, include a description of the work done, and evaluative comments of the student's performance. It should be signed by the evaluator and include the evaluator's name, title, and institutional affiliation.



- All Hampshire faculty committee members must sign the online pass form. The pass date recorded will be the date the last committee member signs the pass online. The committee chairperson will then write a formal evaluation online in accordance with evaluation deadlines.
- NOTE: Under exceptional circumstances, students who have made accelerated progress in their Division II studies may, with the support of their Division II committee, request to complete Division II at the end of five semesters of enrollment. To do so, students must complete the application form available at the center for academic support and advising and secure written support from both Division II committee members. The full application must be submitted to CASA no later than November 1 or April 1 of a student's fifth semester. The granting of such a request would allow the student to begin the Division III at the beginning of the sixth semester. Division III requires at least two full semesters of enrollment.

## DIVISION III

In the final two semesters, students undertake a major independent project with the guidance of a committee. Typically, Division III projects explore in depth a specific aspect of the student's Division II work. Division III students devote the major part of their time to the independent project. Students must also undertake two advanced educational activities while they are engaged in Division III work. The primary activity must be an advanced-level course or supervised teaching activity. The second may be one of the above activities, a supervised internship, or a course of independent study for which the student is properly registered.

### The Advanced Independent Project

Each student designs, implements, and completes an advanced independent project that encompasses a sophisticated and complex set of questions, concepts, skills, and abilities. The completed project should clearly demonstrate the student's ability to perform advanced work. The culmination of the Division III project—whether a thesis, portfolio, film, exhibit, recital, performance, or committee-approved combination of these—must be in a form that can be evaluated by the student's faculty committee.

## Division III Advanced Educational Activities

We expect scholars and artists to move beyond the boundaries of their particular fields of expertise and to participate in the collective activities that help to define and invigorate intellectual life. In a similar way, students are expected to engage in activities concurrent with their Division III independent project that have the double goal of broadening the scope of their intellectual endeavor and making their more mature skills and viewpoints available to the college at large. All advanced educational activities must demonstrate a serious academic/intellectual approach and engagement at an advanced level. They must indicate semester-long involvement, be evaluated by faculty, and take place in a setting that permits interactions with other students who are working at an advanced level. Students are required to undertake and successfully complete two advanced educational activities while they are engaged in Division III work. The primary activity must be an advanced level course or supervised teaching activity. The second may be one of the above activities, a supervised internship, or a course of independent study for which the student is properly registered. If the student and committee decide on an internship or independent study, that activity and its rationale must be explained in the Division III contract so that when it is reviewed in the School, the reader understands the reason for the proposal. In all cases, the student's primary activity must be an advanced course or supervised teaching. Students who take an advanced course at another college or university must receive a grade of C- or better in a credit-bearing course of at least three credits, in order for that course to count as an advanced educational activity. Courses taken at another college or university must be pre-approved by the student's Division III committee as suitable for fulfillment of the advanced educational activity requirement.

The work for all advanced educational activities must be completed by the end of the Hampshire College examination period. Division III students who enroll in off-campus courses should be aware that formal awarding of the degree will be delayed if confirmation of course completion is not received prior to commencement. Students may not negotiate an incomplete in the final semester for a course used as an advanced activity. Failure to complete any advanced activity—whether advanced course, supervised teaching, internship, or independent study—will result in the student having to complete an advanced course at another institution, pre-approved by the Division III chairperson in a revised contract. The student's graduation date will be delayed until after receipt of a transcript documenting successful completion of the substituted course.



## Definitions

### Advanced Course

An advanced course related to the student's Division III area of study. All Hampshire 300-level courses may be used with the approval of the committee. A 200-level Hampshire course may be used if comments from the committee chair explaining the appropriateness of using that 200-level course are included in the Division III contract at the time of filing. Courses taken at another college or university that are directed at seniors or graduate students may be used with the approval of the committee.

### Supervised Teaching

A semester-long teaching activity approved by the student's committee in which the student shares teaching responsibilities with faculty. A January term course is acceptable only if it is equivalent to a semester-long course and fully approved as part of a School's curriculum. Note that the supervised teaching responsibilities of a teaching assistant differ significantly from the duties of a course assistant, which are more limited in scope. A teaching assistant helps plan the course and engages in teaching activities. Those activities include leading discussions, holding office hours for student appointments, and providing feedback on papers and other assignments.

## Responsibilities of the College, Schools, and Faculty

### The College

The college will undertake to provide adequate faculty supervision for students admitted to Division III in a given year. Students should be aware that the college cannot guarantee that supervision will be available for a student's first choice of project. However, the college does have a responsibility to enable those students who complete Division II work in a given area to do a related Division III project.

### The Schools

It will be the responsibility of each of the Schools to work out a system for faculty load distribution that will allow adequate supervision for Division III students working with the faculty of that School.

### The Faculty

Supervision of a student's Division III project, and/or acting as chairperson of a student's Division III committee, is a serious teaching responsibility. Committee members should thoroughly discuss the duties

of respective members and the amount of assistance the student can expect from each. Faculty should be sure that School deans are informed about their Division III supervisory loads and about the number of Division III committees on which they are serving or acting as evaluators. The responsibilities of faculty who agree to serve as chairperson of Division III committees are described in the Procedures for Division III.

## Procedures for Division III

### Filing Division III

To begin work in Division III, each student first forms a Division III committee. The committee must include two Hampshire faculty members, one of whom shall be the chairperson. Many committees consist of only these two members, but it is possible to include an additional member, a Five-College faculty member, or another person with special expertise. A token honorarium is offered to Five College faculty who are members of a Hampshire student's Division III committee. To facilitate the formation of the Division III committee, during the final semester of Division II students are currently asked to post a preliminary Division III proposal on TheHub and also to name three potential faculty members who could serve as chair of the committee, and three who could serve as the member. This process alerts faculty as to which students may want them on their committees, and sets the stage for students to contact these faculty for face-to-face meetings.

After forming the committee, the student completes a Division III contract online and asks committee members to "sign" the contract indicating approval for the proposed program of study. Since Division



III is a two-semester undertaking, the contract must be signed early in the semester preceding the anticipated final semester. Calendars with specific deadline information are available in central records, on-line academic year calendar, and the Division III Guide for Students.

Division III contracts may be negotiated or submitted while a student is on field study. They may not be negotiated or submitted while a student is on leave of absence.

## The Project Proposal

Judgment of the quality and scope of the project proposal is the responsibility of the student's committee. Because the student is expected to design and complete an advanced independent project, considerable background must be acquired before Division III work is initiated. The independent project will usually grow out of the Division II concentration or some equivalent background. Division III is not the place to acquire knowledge, skills, methodologies, and techniques necessary for advanced level work required by Division III.

Because the project proposal is both a planning document and an important part of the student's record, it should include the following:

- The purpose and substantive nature of the project
- The approach, techniques, and methods to be applied
- The kinds of resources (e.g., human, bibliographical) and facilities to be used and their availability
- The form the final project will take
- Description of two advanced educational activities

Advanced educational activities should be described as fully as possible in the contract. In cases where work cannot yet be specified, the student may list alternative possibilities for fulfilling the requirement (for instance, when the course guide has not yet specified courses in upcoming semesters). The student and the committee must revise the contract when these plans are finalized. Methods of evaluation must be specified.

A student may file a petition for a waiver of Division III filing deadlines based on the demonstration of extenuating circumstances beyond the student's control as well as the academic soundness and viability of the student's plan of study. The appeal is heard by the college exceptions committee. Materials to request a Division III exception are available in the center for academic support and advising. The petition process exists only for exceptional circumstances. The Division III counselor in CASA can provide further information about the Division III exceptions procedure.

## Contract Revisions

When any aspect of the Division III project or advanced educational activities changes, students must complete a contract revision online approved by all members of the committee. Revisions must be submitted by the published deadlines early in the student's final semester of Division III.

## Progress Reports

Each student must submit a progress report to his or her Division III committee and central records by the published deadlines early in the final semester of Division III. At this time, the student's Division III committee assesses in writing whether the student is progressing satisfactorily toward the completion of the contract. The chairperson is responsible for submitting the committee's assessment of progress to the central records office by the published deadlines.

## Completion Dates

### Spring terms:

- Committee members will decide and committee chairs will communicate to students the date by which completed Division III work must be submitted to committee.
- All final meetings must be held by the third Friday before commencement. Commencement takes place on a Saturday. All final presentations, including film screenings, gallery shows, and theatre productions, must take place by this date. If a final meeting does not take place by this deadline, the student will request a September or October extension for graduation and be charged the corresponding fee. If the Division III is passed by the September or October deadline, the degree will be voted the following February. See Extensions for Division III Work section.
- All Division III evaluations will be due in central records ten days after the Division III pass deadline.
- The faculty meeting at which degrees are voted upon is held the Tuesday before commencement.

### Fall terms:

In the fall term, the completion date is in early December. There is an alternative completion date in January only for those students whose full committees are available to meet and write the evaluation.

- Committee members will decide and the committee chair will communicate to students the date by which completed Division III work must be submitted to committee.



- All final meetings must be held in December by the posted deadline. All final presentations, including film screenings, gallery shows, and theatre productions, must take place by this date. If a final meeting does not take place by this deadline, the student will request a February or March extension for graduation and be charged the corresponding fee. If the Division III is passed by the February or March deadline, the degree will be voted the following May. See Extensions for Division III Work section.
- For students whose committees are available to meet and write the evaluation in January, all final meetings must be held by the Friday of the first full week of January term classes. All final presentations, including film screenings, gallery shows, and theatre productions, must take place by this date. If a final meeting does not take place by this deadline, the student will request a February or March extension for graduation with the corresponding fee. The degree will be voted the following May.
- All Division III evaluations for students completing in a fall term will be due in central records by the Friday of the second full week of January term classes.
- Degrees will be voted at the first faculty meeting of the spring term in February.

## Final Evaluation

Both committee members must sign the Division III pass form online by the appropriate deadline. The final evaluation by the Division III committee must address each part of the contract. The committee's recommendation for graduation is presented by the dean of faculty to the faculty as a whole, which votes to recommend awarding of degrees.

## Division III Field Study or Exchange

Division III ordinarily requires that a student be in residence at the college for two full semesters. An exception to this policy is available when a student's Division III project involves work in the field or on exchange during the first semester of Division III. In such cases, the student may be granted field study or exchange status for the first semester of Division III work. The final semester of Division III must be one of full enrollment on campus, not on field study or exchange.

Examples of field work include participating in internships, engaging in field research, or working with arts programs. Division III students who pursue field study or participate in exchange relevant to the independent project should plan to complete all Division II work and file the Division III contract (or at minimum, a preliminary Division III plan) by the end of the semester prior to the term of field study or exchange.

All such plans for field study or exchange must be written into the Division III contract and approved by the student's Division III committee and the center for academic support and advising (CASA).

In order to plan appropriately, students need to consult with the Division III counselor in CASA well in advance of the enrollment notification deadline, which is in April or November of the semester prior to the term in which the student plans to be away. Two meetings are required. The first meeting is used for reviewing necessary materials and answering questions about Division III field study or exchange. After the student has secured all necessary signatures, the process is completed during a second meeting with the Division III counselor in CASA.

## Extensions for Division III Work

Normally, a student who does not complete Division III work by the projected date will be enrolled as a full-time student for an additional term, with full access to the faculty and facilities of the college. The student and his or her committee must assess how much work remains to be done and how much faculty supervision or other use of the college resources is likely to be required. The student then submits the appropriate form to the center for academic support and advising requesting one of the following categories:





- If the student needs only a limited amount of faculty time for completion and evaluation of the Division III work, the student pays a fee of approximately one-third tuition. The student is not in residence. Individual arrangements are made with the student's committee. The student's work is due to the committee no later than the October deadline in the fall term and the March deadline in the spring term. If this date of completion is not met, the student becomes fully enrolled and is charged full tuition for the term.
- If all of the Division III work is complete, except for completion of the final draft or minor revisions, and can be completed away from the college and without faculty supervision, the student pays a graduation fee. This completion deadline is in early September or February of the successive semester. If major revision and/or faculty involvement are required, the student falls into the previous category. Students must meet with the Division III counselor in CASA to discuss requesting any extension deadline.

## Division III Leave of Absence

All Division III leaves require special approval. Division III students must meet the college requirement of two terms of enrollment in Division III and must plan their leaves accordingly. Occasionally, a Division III student may plan a leave in the middle of two enrolled semesters. Consultation with the Division III counselor in CASA must take place well in advance of college deadlines in order to plan appropriately. Students planning to go on leave in Division III must file a leave application with a preliminary Division III plan. See Division III leave policy in the section on Division III.

## Division III Funding

Students who receive financial aid and who have already expended the funds included in their aid package may apply to the financial aid office for additional funds. Students should not expect the college to meet the expenses of costly Division III projects. Several college programs also offer partial funding for Division III. Information about applying for these funds is available in the Division III Guide for Students, available on the CASA website.

## Awarding of Degrees

No degree will be awarded until evidence of completion of degree requirements has been received, library books returned, disciplinary sanctions fulfilled, and outstanding bills have been paid.

## All But Division III Degree Program (AB Division III)

Students whose last semester of enrollment was at least ten years ago, and who have completed Division II, are eligible to apply for admission to the AB Division III program. Students admitted to this program complete their work away from campus and are permitted a maximum of four consecutive semesters in which to complete all degree requirements. Further information is available from the center for academic support and advising.

## TRANSFER POLICY

Transfer students will be required to fulfill all distribution and additional course requirements of Hampshire's first year as well as all Division II and III requirements. Transfer coursework completed prior to enrollment at Hampshire may be used to satisfy some of Hampshire's graduation requirements.

To be considered for transfer status, students must have been enrolled at a regionally accredited college or university on a full- or part-time basis and have completed at least 15 transferable semester credits or 23 quarter credits in a variety of academic (liberal arts and sciences) disciplines prior to enrollment at Hampshire. Courses must be comparable in academic demands and disciplines to courses offered at Hampshire, be at least a grade of "C" and not recorded as high-school credit. Students who have completed fewer than 15 semester or 23 quarter credits of college work will be considered first-year entrants and should refer to the description of the First-Year program for more information.

Hampshire College will transfer courses completed during high school dual-enrollment programs only if the student's transfer institution has awarded them credit. This policy also applies to Advanced Placement Program (AP) exams with scores of 3, 4, or 5; and International Baccalaureate (IB) Higher Level exams with scores of 5, 6, or 7.

Prior to matriculation, transfer students' transcripts are evaluated to determine which first year course requirements have been fulfilled through transfer work. Any remaining first year requirements must be fulfilled during the first semester of enrollment. Requirements that have been met will be indicated when students fill out their course preference forms on TheHub during the summer prior to matriculation.

At a meeting for transfer students during orientation, students will receive a list of the courses from their previous institution(s). The courses that were accepted to satisfy the first year distribution requirements will be noted as such. Students must declare the



three additional requirements needed to complete the first year (a total of eight courses). These courses may be from the student's previous institution, Hampshire courses or a combination of both. After completion of distribution requirements, the student obtains the advisor's approval of electives, using a form obtained in the central records office. After receiving the completed form and all grades and evaluations are recorded, central records will record a Division I pass which will allow the student to file their Division II contract. Transfer students do not submit Division I retrospective essays.

Each transfer student will negotiate a plan of study with his or her advisor. This plan and the rate of academic progress will be determined in part on the basis of progress toward Hampshire's graduation requirements and the amount of prior coursework used for Division I and II. Transfer courses not used for the completion of Division I are eligible for inclusion in Division II upon approval of the student's committee. Each student's program is individually designed and rates of progress will vary.

Transfer students entering with at least two full-time semesters of prior coursework participate in the preliminary Division II process in their first semester and have until the Division II filing deadline in their second semester of enrollment at Hampshire to file a Division II contract.

Transfer students entering with less than two semesters of prior coursework should consult with the Center for Academic Support and Advising during their first semester to establish when to participate in the preliminary Division II process and to file Division II.

The completion date of Division II will be determined by the student's committee with approval by the appropriate dean in the Center for Academic Support and Advising. Please see section concerning requirements and procedures for filing Division II.

NOTE: Students receiving financial aid should consult with the financial aid office regarding the number of semesters of financial aid eligibility.

## EVALUATION DEADLINES

Criteria for evaluation are established at the beginning of any learning activity, including courses, independent studies, field studies, teaching assistantships, and other educational activities between instructor and student. Evaluations of internships, field studies, and community service activities written by non-Hampshire supervisors and must be submitted to the student's file in central records. In order to be included in the student's Division II portfolio, such activities must be approved in advance by the Division II or Division III chair. Throughout the semester there needs to be continuous contact between the student and the instructor or supervisor of these activities. The instructor or supervisor prepares a written final evaluation of the student's work and determines if the student has completed the course requirements.

Evaluation deadlines may be adjusted if the deadline falls on a weekend. Check the academic calendar for details.

## Courses

Course Summary Evaluations: Faculty indicate whether students will be receiving an evaluation, no evaluation, or an incomplete by the end of each semester.

Fall term: Summaries are due 10 days after the end of classes.

January term: Summaries are due 3 days after the end of classes.

Spring term: Summaries are due 10 days after the end of classes.

Course evaluations are due according to the following schedule:

Fall term: Course evaluations are due for all students by January 15.

January term: Course evaluations are due for all students by February 15.

Spring term: Course evaluations are due for all students by June 15.



Incomplete courses: Faculty may grant up to one term of active enrollment for incomplete work to be submitted to the instructor. The evaluation is then due by that semester's course evaluation deadline. If the evaluation is not submitted by this deadline, the incomplete will be changed to "no evaluation" in the student's transcript.

## Divisional Evaluations

Division I and II: Evaluations for Division I and II work passed during a fall term are due January 30. Evaluations for Division I and II work passed during a spring term are due June 30.

Division III: Evaluations for Division III work passed at the end of a fall semester are due by the Friday of the second full week of January term classes. Evaluations for Division III work passed at the end of a spring term are due by the Monday prior to commencement. No student can formally be awarded the degree unless all Division III evaluations have been filed.

# GUIDELINES FOR ACADEMIC PROGRESS

## Academic Good Standing

Hampshire is committed to the principles of individualized education, where each student receives the benefits of close collaboration with faculty, individually designed programs of study, and interdisciplinary work. In order to graduate, students must satisfy the requirements at each divisional level.

To be in good academic standing, Division I students must satisfactorily complete all required educational activities. Students who complete fewer than four courses in either of the first two terms will be placed on academic contract, and will be expected to address the deficiencies to return to good standing in the subsequent term. Students must complete at least six courses by the end of the first year to be able to continue at Hampshire College. Students completing fewer than three courses in a term are subject to academic withdrawal.

For Division II and Division III students, good standing will be determined at the end of each semester by the advisor (usually the committee chair). Students must meet with their advisors prior to the end of each term so that determination of progress can be made. The college considers students at the Division II and Division III levels to be in good academic standing if they complete at least three committee approved courses/evaluated learning activities each semester with an evaluation or grade of C or better.

Considering the number of factors that enter into the determination of academic progress, and the particular needs of the individual student, the

student and academic advisor work together throughout the academic year on the design of a rigorous and appropriate course of study to move the student toward graduation. This course of study may include coursework, independent projects, field work, and other learning activities.

The maximum time that a student may take to complete the bachelor's degree work is ten semesters of full-time enrollment.

## Insufficient Academic Progress

Students who fail to make adequate academic progress are subject to withdrawal from the college. As an alternative to withdrawal, some students who have fallen behind in progress may be placed on an academic contract worked out by the Center for Academic Support and Advising (CASA) in consultation with the advisor. At the end of a contract semester, CASA will determine if the student has satisfied the conditions of the contract and can return to good standing the following semester. Students who fail to satisfy the requirements of an academic contract are subject to academic withdrawal. At the discretion of the advisor and CASA, students may be placed on required leave status in order to complete academic work before returning to full enrollment.

During and at the end of the semester, CASA contacts the instructors of students who are on academic contract and requests that they provide feedback on the students' performance. Timely information on students' academic progress allows CASA to assist them in better achieving their academic goals for the semester.

## Notification of Parents of Academic Contract/Academic Dismissal

Under Massachusetts law, the age of majority is 18 and carries full adult rights and responsibilities. The college communicates directly with students in matters concerning academic progress. It is the policy of the college to notify both students and parents in writing when an academic contract goes into effect and of dismissal from the college. In communicating with parents concerning other matters, it is normal college policy to respect the privacy of the student and not to disclose information from student educational records without the prior consent of the student.

A student may appeal his or her academic standing by submitting a written statement to the dean of academic support and advising. The statement may cite mitigating circumstances for review.

Students who return from withdrawn status are sometimes placed on contract as part of the readmission decision. This information will be provided to advisors.



In rare instances, because of injury, severe illness, or death of a close relative, it may be necessary for a student to exceed the maximum period for completing degree requirements. In such cases, the student must submit an alternative plan of study to his or her advisor and to the committee on exceptions to academic policy.

Depending on the circumstances that motivated the student's request to be allowed to exceed the established maximum period for completion of degree requirements, the student may be required to spend time away from the college before returning. Financial aid eligible students who are granted permission to exceed the maximum period for completing degree requirements will continue to receive financial aid.

## Guidelines for Graduation in Four Years

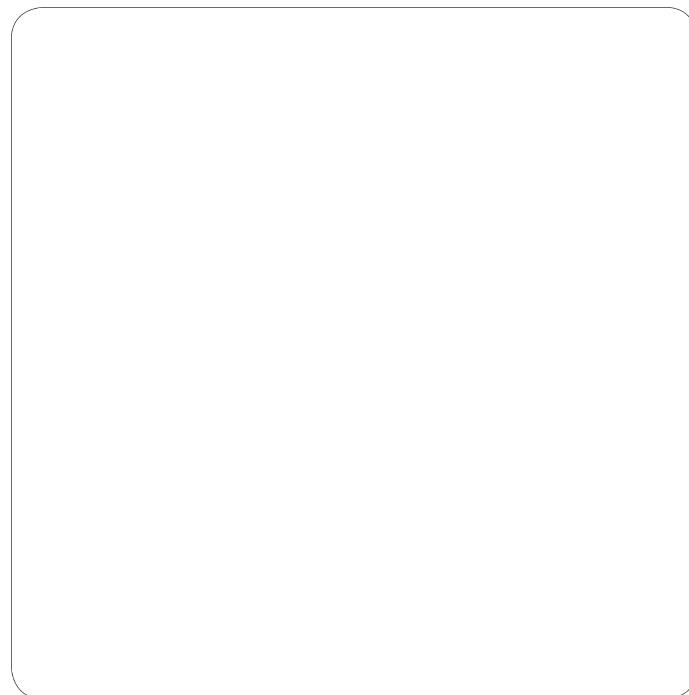
The academic program at Hampshire College is a negotiated education; each student will work out a plan of study for graduation in four years with his or her advisor. The following guidelines are intended to encourage early and frequent discussions between students and advisors concerning the student's academic progress:

- Completion of the Division I course requirements by the end of the second term
- Passing Division I in the beginning of the third term
- Filing of the Division II contract by the beginning of the fourth term
- Passing Division II by the end of the sixth term
- Filing of the Division III contract at the beginning of the seventh term
- Passing Division III by the end of the eighth term

It is important to note that students have a maximum of ten semesters in which to complete all degree requirements.

## Filing Dates and Deadlines for Division II and III

Central records publishes the academic calendar detailing the filing deadlines for each academic year.



## FIELD STUDY, EXCHANGE, LEAVE, OR WITHDRAWAL

### Field Study

Field study may be granted for academic study that requires the student to be away from the Hampshire campus for an entire semester. It assumes that the student is engaged in academic work away from the college, not just living off campus, and that the study or work to be carried out is of such a nature that it cannot be done while the student is in residence at Hampshire. Residence in or around the surrounding communities is not permitted. In general, field study is the term used to describe work for which there has been adequate academic preparation and that must be done in a particular place away from the college—a “field site.” The Center for Academic Support and Advising staff is available to answer questions about field study.

Students completing a semester's work at a site away from Hampshire College, which has been pre-approved by their Division II or Division III committees for inclusion into their Division II or Division III, are placed on field study. Students who wish to be on field study must be in good



academic and disciplinary standing to qualify. The enrollment notification deadline is listed each year in the online academic calendar and tuition information on the student financial services website. All forms must be submitted by that date. This is an absolute deadline; by being late

even by one day, a \$500 late enrollment notification fee is assessed.

A student on field study generally is supervised by an appropriate person at the field study site. The student is entitled to focused supervision by the Division II or Division III committee. A semester of field study is considered a semester of enrollment for the purpose of academic standing (see section on Guidelines for Academic Progress).

## Enrollment Status

Students on field study will be considered full-time students for the purpose of educational loan obligations. If, for other valid reasons, certification of student status is necessary, the central records office will prepare a letter bearing the college seal.

All students, including those on field study, are automatically enrolled in the Hampshire College health insurance through Gallagher Koster. Medical care coverage is outlined in the college insurance company brochure and on the student financial services website. Field study students are required to have insurance. Students have the option to waive the college's insurance if they are covered under another insurance plan; students who will be studying outside of the U.S. will need to confirm their private carrier will cover them internationally.

Students on field study are not entitled to use any Hampshire College or Five College facilities. Specifically, this involves the library; Five

College libraries; the Hampshire College or University of Massachusetts Amherst Health Services; the Robert Crown Center; Outdoors Program and Recreational Athletics college-sponsored trips; enrolling; teaching or auditing Hampshire or Five College interchange courses; having a job on campus; or having a validated Hampshire ID card.

Students on field study during the fall semester may only enroll in January term courses if they receive special permission from the dean of academic support and advising. Students are expected to register for and complete the January term class that is relevant to their divisional work. Field study students who obtain this permission must live on campus and pay the fees for tuition and room as listed in the fee brochure distributed by student financial services and with the tuition information on the student financial services website.

## Appeal Process

Occasionally a student will request permission to be on a field study that does not meet the criteria of the above policy. When extraordinary circumstances prevail, a petition may be submitted to the committee on exceptions to academic policy requesting an exception to the policy. Initial consultation should be held with the center for academic support and advising.

## Fees

The fee for a field study is approximately one third of the Hampshire College tuition for that semester. Refer to the student financial services website.

## Financial Aid

Refer to the financial aid website.

## Procedures for Filing Field Study

The process for filing for field study should begin about six weeks into the term preceding the field study.

- Field study forms are available from the Center for Academic Support and Advising.
- A meeting with the advisor (Division II or Division III chair) who will be supervising the work during the field study should occur at an early stage. If this is a Division III field study, this planning meeting must be followed by a meeting with one of the deans in the Center for Academic Support and Advising.



- After the project has been planned, it must be put in written form. A copy of the Division II concentration statement or a preliminary Division III plan (see below) should be attached. A written agreement between the student and the faculty supervisor outlining the obligations each is willing to undertake is an important part of the form. A statement about how and when the work will be evaluated should also be included.
- Filing for field study requires the signature of the following people: academic advisor, the housing coordinator, the manager of student accounts, the director of financial aid (for financial aid students), the director of global education (for students traveling outside the United States), and, finally, a member of the Center for Academic Support and Advising staff.

A \$500 late enrollment notification fee is assessed if the field study form is not filed in CASA by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online academic calendar and with tuition information on the student financial services website. If plans are not definite or if a signature is missing, the form should still be submitted by the deadline and an appointment made with a CASA staff member the following week. Occasionally a student will find that his or her plans cannot be finalized until later in the term or during the summer. The student should file a preliminary field study form by the deadline and meet with a member of CASA in order to discuss the situation.

Any field study or exchange for which final approval has not been received will be canceled.

## International Students

International students must consult with the international student advisor regarding visa implications of field study. The advisor is located in the Lebrón-Wiggins-Pran Cultural Center.

## Returning from Field Study

In order to preregister for courses or participate in the on-campus room choosing lottery process, the student must notify CASA of his or her intention to return by the November and April enrollment deadline. Students should refer to online forms and information on the Hampshire College website. If CASA is not notified of the student's plans for the term following the field study by the notification deadline, he or she will be withdrawn from the college. Other information regarding returning to Hampshire is also included at this website. See the January term section if the student is returning from a fall semester Field study.

Permission is rarely granted to extend field study if the field study was originally approved for one semester. If such permission is granted, students must file a new field study form and obtain updated signatures. Failure to do so will result in cancellation of the field study and students will be placed on leave of absence.

## Exchange

Exchange is the term for participation in a Hampshire-sponsored program at another site away from the college. All Hampshire Exchange programs (both international and domestic) are administered by the Global Education Office (GEO). Students interested in participating in exchange must follow the GEO application procedures. The Hampshire Exchange application deadlines (fall and spring term) are listed each year on the GEO website and extensively advertised around campus. Students who enroll at a program or institution where Hampshire has an exchange agreement must do so through Hampshire College exchange status. Students may not enroll directly with Hampshire partners while on Field Study status.

A student on exchange is generally supervised by an appropriate person at the exchange site. The student is entitled to a limited amount of supervision by a Hampshire College faculty member. A semester of exchange is considered a semester of enrollment for the purpose of academic standing (see section on Guidelines for Academic Progress).

## Enrollment Status

Students on exchange will be considered full-time students for the purpose of educational loan obligations. If, for other valid reasons, certification of student status is necessary, the central records office will prepare a letter bearing the college seal.

All students, including those on exchange, are automatically enrolled in the Hampshire College health insurance through Gallagher Koster. Medical care coverage is outlined in the college insurance company brochure and on the student financial services website. Exchange students are required to have insurance. Some exchange programs may have additional, country specific, insurance requirements. Students have the option to waive the college's insurance if they are covered under another acceptable insurance plan; students who will be studying outside of the United States will need to confirm their private carrier will cover them internationally.

Students on exchange are not entitled to use any Hampshire College or Five College facilities. Specifically, this involves the library; Five College libraries; the Hampshire College or University of Massachusetts Amherst Health Services; the Robert Crown Center; Outdoors Program and Recreational Athletics college-sponsored trips; enrolling; teaching



or auditing Hampshire or Five College interchange courses; having a job on campus; or having a validated Hampshire ID card.

Students on exchange during the fall semester may only enroll in January term courses if they receive special permission from the dean of academic support and advising. Students are expected to register for and complete the January term class that is relevant to their divisional work. Fall term Hampshire Exchange participants who obtain this permission will not be required to pay additional tuition fees, however, they will be assessed housing and board fees on a program by program basis.

## Appeal Process

Occasionally a student will request permission to participate in an exchange program that does not meet the criteria of the above policy. When extraordinary circumstances prevail, a petition may be submitted to the committee on exceptions to academic policy requesting an exception to the policy. Initial consultation should be held with the Center for Academic Support and Advising.

## Fees

Students who participate in a Hampshire Exchange program are charged Hampshire College tuition for that semester. Room, board, and other fees vary by program; refer to the global education office website.

Confirmed students who must withdraw from a Hampshire Exchange program must notify the global education office in writing. Fees associated with exchange withdrawal will be assessed per the program specific student agreement.

## Financial Aid

Refer to the financial aid website.

## Procedures for Exchange

Students must work closely with the global education office and complete all application materials. A Hampshire College exchange form will be issued to a student if they have been accepted to an exchange program.

- A meeting with the advisor (Division II or Division III chair) who will be supervising the work during the exchange should occur at an early stage. If this is a Division III exchange, this planning meeting must be followed by a meeting with the Division III counselor in CASA.
- After the project has been planned, it must be put in written form. A copy of the Division II concentration statement or a preliminary Division III plan (see below) should be attached. A written agreement between the student and the faculty supervisor

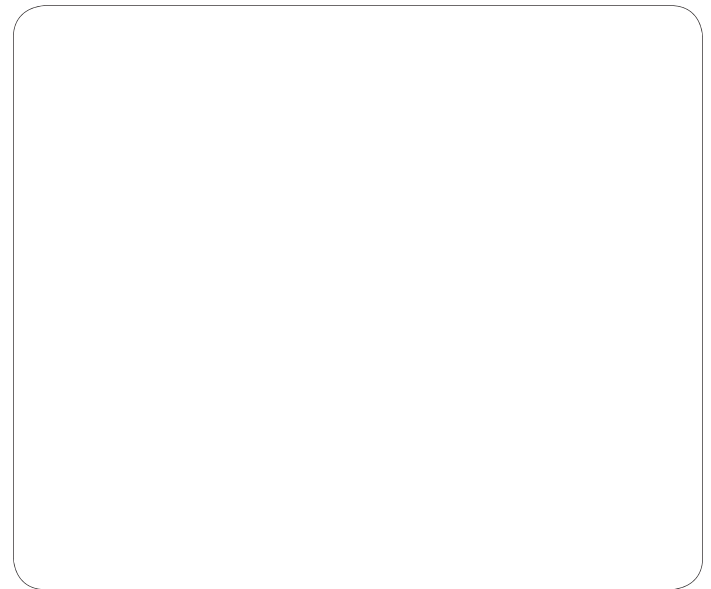
outlining the obligations each is willing to undertake is an important part of the form. A statement about how and when the work will be evaluated should also be included.

- Filing for exchange requires the signature of the following people: academic advisor, the housing coordinator, the manager of student accounts, the director of financial aid (for financial aid students), the director of global education (for students traveling outside the United States), and, finally, a member of the Center for Academic Support and Advising staff.

Any exchange for which final approval has not been received will be canceled.

## International Students

International students must consult with the international student advisor regarding visa implications of exchange. The advisor is located in the Lebrón-Wiggins-Pran Cultural Center.



## Returning from Exchange

In order to preregister for courses or participate in the on-campus room choosing lottery process, the student must notify CASA of his or her intention to return by the November and April enrollment deadline. Students on exchange who plan to return to the college the following



semester must notify CASA in writing. Students should refer to online forms and information on the Hampshire College website. Other information regarding returning to Hampshire is also included at this website. If CASA is not notified of the student's plans for the term following the exchange by the notification deadline, he or she will be withdrawn from the college.

## Leave of Absence

If a student needs to be away from Hampshire College and will not require faculty supervision or a formal Hampshire record of activities while away, a leave of absence may be appropriate. Leave of absence for one or two terms may be granted to any student in academic good standing. Automatic readmission is assumed unless otherwise noted. Note: a leave of absence is not an active enrollment status, regardless of the nature of activities pursued.

Students on leave of absence do not have an advisor, may not complete divisional exams, may not negotiate the Division II concentration form or the Division III contract, and may not work with faculty. In addition, a student on leave of absence may not have use of any Hampshire College or Five College facilities. Specifically, this involves the library, the Robert Crown Center, the Hampshire College or University of Massachusetts Amherst Health Services, the Outdoors Program and Recreational Athletics college-sponsored trips, enrolling, teaching, or auditing Hampshire or Five College interchange courses, having a job on campus, or having a validated Hampshire ID card.

Students may purchase the supplemental health insurance offered by Hampshire College that entitles leave students to medical care as outlined in the college insurance company brochure and on the student financial services website. Supplemental insurance does not cover a student for care at the Hampshire College or University of Massachusetts Amherst Health Services.

January term is considered part of the fall semester. Students on leave of absence during the fall semester may not enroll in January term courses.

### Procedure for Filing for Leave of Absence

The form for filing for leave of absence should be obtained from CASA. Members of the staff are available to talk with students about their plans. The form requires signatures from the student's advisor, the housing coordinator, the director of financial aid (for financial aid students), and a CASA dean. Students taking a leave of absence are responsible for communicating with CASA regarding their plans for the following term. Students should refer to online forms and information on the Hampshire

College website. If CASA is not notified of the student's plans for the term following the leave by the notification deadline, he or she will be withdrawn.

### Deadlines and Fees

The leave of absence fee is \$300 for each term.

A \$500 late enrollment notification fee is assessed if leave forms are not filed in CASA by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online academic calendar and tuition information on the student financial services website.

A change of status from fully enrolled to leave of absence after the opening of the term (enrollment check-in date) will, if approved, lead to the partial or full forfeiture of tuition, room, and board fees. Refer to the fee brochure and the website, <http://studentaccounts.hampshire.edu>, for the refund schedule. Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon leave, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return of funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants and scholarships. Students will be responsible for a balance due created by the return of funds process. Fees associated with withdrawal from Exchange will be assessed per the program specific student agreement. Please refer to the global education office website.

### Vacating Student Rooms

Students who go on leave must vacate their on-campus rooms within 48 hours after the date on which the leave is scheduled to begin. All residential keys must be returned to the appropriate house office upon a student's departure. Failure to comply with this policy may result in additional charges commensurate with the amount of time a student has taken to vacate his/her room or to make arrangements with the house office to have articles moved to storage.

### Students Extending Leave of Absence

Students on leave of absence who wish to extend their leave must notify the Center for Academic Support and Advising of their intent to remain on leave. Extensions of leave, along with extensions of financial aid eligibility beyond one year, require special permission from CASA.





## Withdrawal

Students who wish to withdraw from Hampshire College must complete a withdrawal form, which is available from the center for academic and advising. Members of the staff are available to talk with students about their plans. The form requires signatures from the student's advisor, the housing coordinator, the director of financial aid (for financial aid students), and a CASA dean.

### Deadlines and Fees

A \$500 late enrollment notification fee is assessed if withdrawal forms are not filed in CASA by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online academic calendar and tuition information on the student financial services website.

A change of status from fully enrolled to withdrawl after the opening of the term (enrollment check-in date) will, if approved, lead to the partial or full forfeiture of tuition, room, and board fees. Refer to the fee brochure and the website, [studentaccounts.hampshire.edu](http://studentaccounts.hampshire.edu), for the refund schedule. Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon withdrawal, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return of funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants and scholarships. Students will be responsible for a balance due created by the return of funds process.

### Vacating Student Rooms

Students who withdraw must vacate their on-campus rooms within 48 hours after the date the withdrawal form is submitted. All residential keys must be returned to the appropriate house office upon a student's departure. Failure to comply with this policy may result in additional charges commensurate with the amount of time a student has taken to vacate his/her room or to make arrangements with the house office to have articles moved to storage.

## READMISSION POLICY

Students seeking readmission to the college are required to submit an application to the Center for Academic Support and Advising that includes a statement of their activities while away from the college and a proposed plan of study if readmitted. Students who have enrolled in another college or taken courses elsewhere must submit transcripts

of that work. These materials, as well as the central records file, and all other relevant documents, are reviewed by the Readmissions Committee. The committee may also consult with faculty or other pertinent persons, including former advisors and faculty working in the area of the student's interests, concerning the advisability of readmitting the student.

Students who are applying for readmission must do so no later than November 15 for readmission for the spring term and May 1 for readmission for the fall term. Readmission materials are submitted to CASA. A processing fee of \$50 is required. Students seeking readmission who have been away from Hampshire for four years or more will follow the academic policies and deadlines in effect at the time of readmission. The Center for Academic Support and Advising will provide current policies and deadlines upon request.

Students applying for financial aid must meet the college deadlines for consideration and should contact student financial services directly. Students applying for financial aid should note that there are limitations for aid eligibility for readmitted students and should contact the financial aid office early in the process. These deadlines may be earlier than those required by the Readmissions Committee. International students should also contact the cultural center to discuss visa status and enrollment limitations.

The materials will be reviewed by the Readmissions Committee before a final decision is made. Applicants for readmission should be aware that, regardless of the original or predominant reason for withdrawal, all issues that pertain to the student's ability to function at Hampshire may be addressed in determining suitability for readmission. The readmission decision rests on the discretion of the Readmissions Committee. There is no appeal process for decisions of the Readmissions Committee.

The Readmissions Committee will sometimes recommend that a student be readmitted to the college with the understanding that certain conditions or expectations will be met once the student has returned. The center for academic support and advising will be responsible for conveying academic information to the student and the advisor in the form of an academic contract for monitoring academic progress.

The staff of the center for academic support and advising are available to answer any questions about readmission.

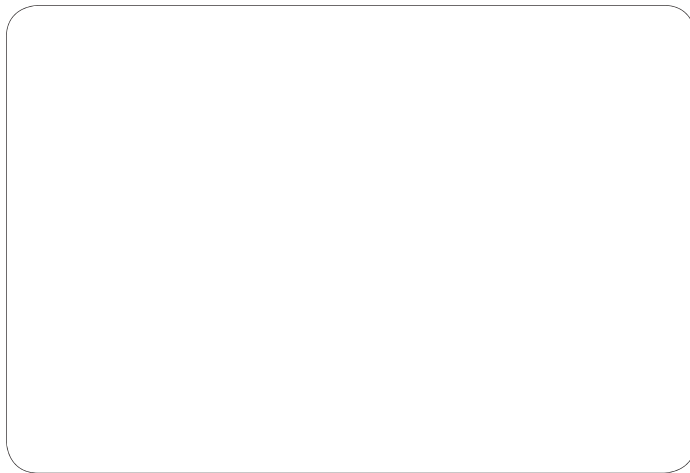
A student whose leave or withdrawal was due to academic, administrative, disciplinary, financial, or medical reasons must complete an application for readmissions, available through CASA. Applicants must fulfill all requirements as set forth in the application materials, including submission of a personal statement that explains



how the circumstances which led to the leave have been addressed. In addition to the requirements listed below, the readmissions committee may require the student to submit additional documentation and/or participate in a personal interview with a college administrator. International students should also contact the international student advisor to discuss visa status and enrollment limitations. The advisor is located in the Lebrón-Wiggins-Pran Cultural Center.

## Readmission after Academic Withdrawal

Applicants must provide documentation of completion of all academic work stipulated in the academic withdrawal letter and submit a proposed plan of study.



## Readmission after Administrative Withdrawal

A student who has been administratively withdrawn from the college because he or she has not informed the college of his or her plans regarding return to the college must submit information concerning any academic activities while away as part of the application.

A student who has been administratively withdrawn due to missing medical records must submit required documentation to health services. Health services will notify the center for academic support and advising once all medical information has been received and, if appropriate, CASA will cancel the administrative withdrawal.

## Readmission after Disciplinary Suspension

In addition to any criteria and recommendations made at the time of suspension from the college, evidence of responsible behavior in academic and nonacademic areas will be included in the criteria used to determine readiness to re-enter the Hampshire community.

## Readmission after Financial Withdrawal

Students who have been financially withdrawn from the college because of an unpaid bill will not be considered for readmission until the student accounts office has notified CASA that the student's account has been paid in full.

## Readmission after Medical Leave

The student must submit a letter to CASA from a qualified health professional that includes the following information: (1) a specific diagnosis and prognosis of the health condition that led to the medical leave; (2) description of the treatment that was received by the student during leave; (3) an assessment of the student's present and sustained ability to meet the academic, behavioral, and other requirements of the college; (4) an assessment of the student's present and sustained ability to live independently in student housing; (5) an assessment of whether the student's return to the college presents a potential threat to the health or safety of the student or to others in the college community; and (6) recommendations for continued treatment or accommodations (if any) upon return to the college. If requested to do so, the student also must provide the college with written permission to contact his/her health professional. In specific cases, additional requirements are possible. This information will be held confidential by college health officers and the Readmissions Committee to the extent practicable.

## ETHICS OF SCHOLARSHIP

Hampshire College is part of a broader community of scholars, a community where ideas, hypotheses, new concepts, and carefully established facts are the currency. None of us, faculty or students, is able to survive without borrowing from the work of others. Just as we expect to have our work recognized in the footnotes of those who borrowed from us, so must we carefully recognize those from whom we borrow.

Brief guidelines are presented in the next couple of pages for the proper acknowledgment of sources upon which we draw for course papers, examinations, oral presentations, artistic productions, and so on. We acknowledge the work of others not only in gratitude to them, but also to provide our readers with the opportunity to consult our sources if



they wish to review the evidence, consider other interpretations, or to determine the basis for the cited passage. In the evaluation of scholarly work, the writer's creativity in locating appropriate sources and using them well can be assessed only if those sources are identified.

The failure to acknowledge one's sources is more than a failure to be properly socialized into a community of scholars. Writers who fail to note sources are, at best, ignorant, and, at worst, dishonest. Unacknowledged borrowing from the work of others in any medium is a fundamental repudiation of the deepest values of the academic community.

## Plagiarism

Plagiarism (from the Latin for "kidnapper") is a term covering everything from inadvertently passing off as one's own the work of another because of ignorance, time constraints, or careless note-taking, to hiring a ghost writer to produce an examination or course paper. This range of possibilities is spelled out in more detail in the following list of examples.

### False Citation

Material should not be attributed to a source from which that material was not obtained. That is, one must not pass off primary sources as if they had been consulted when, in fact, the material in the oral presentation or written work is based upon a secondary source. The use of secondary source material is permissible when properly cited.

### False Data

Data fabricated or altered in a laboratory experiment or field project is an instance of academic fraud. While it is not plagiarism per se, falsification of data is a clear violation of the ethics of scholarship.

### Intentional Poor Documentation

As scholarly writers, we are expected to acknowledge our indebtedness for ideas, phrases, sentences, charts, diagrams, figures, and for longer verbatim quotations.

Writers prepare for this necessity by taking careful notes on exact wording and spelling, page numbers, and source identification. It is particularly important to present verbatim quotations exactly as they are in the original sources, including any errors. Paraphrases require documentation, and they must be a true restatement of the original rather than simply a rearrangement of the words in the sources.

There are a number of methods of documentation. The form of the reference list or bibliography or footnote style may vary by discipline.

There are a number of style manuals that describe the documentation rules for various academic disciplines. Some are in the reference collection at the library; many are on line.

## Papers Written by Others

Presenting papers or sections of papers (including websites) bought, borrowed, or stolen from others as one's own is the most blatant form of plagiarism. There is no conceivable excuse for this behavior, including ignorance.

## Unacknowledged Multiple Authors or Collaboration

The notion that intellectual work is and should be a lonely and fiercely independent enterprise is overemphasized. At Hampshire College, students are encouraged to collaborate on work for courses, work for Division II, and even Division III "independent projects." For example, students are encouraged to have better spellers look at their work if that is necessary, and faculty members show drafts of their work or discuss their ideas with colleagues. In almost any book or article, writers recognize their indebtedness to colleagues who have criticized their work in footnotes or reference lists. Students, too, should acknowledge the assistance of their collaborators. In joint examinations or class projects, the contributions of each member of the group should be made clear and every member of the group should have an understanding of the whole project.

## Unacknowledged Multiple Submission

Using the same paper or portions thereof for several purposes without prior approval (for example, submission of a paper to several classes or publication in several scholarly journals) is generally considered to be unacceptable.

## Academic Dishonesty: Procedures for Dealing with Violations

Academic dishonesty (plagiarism, fabrication, or falsification of data) is a breach of the ethics of scholarship and a violation of one of the central norms of an academic community. Allegations of academic dishonesty are most likely to arise from work done in a course or for a divisional project. The accusation is usually brought by a member of the college faculty. When it is clear to a faculty member that a charge of plagiarism is appropriate, the procedure is as follows:

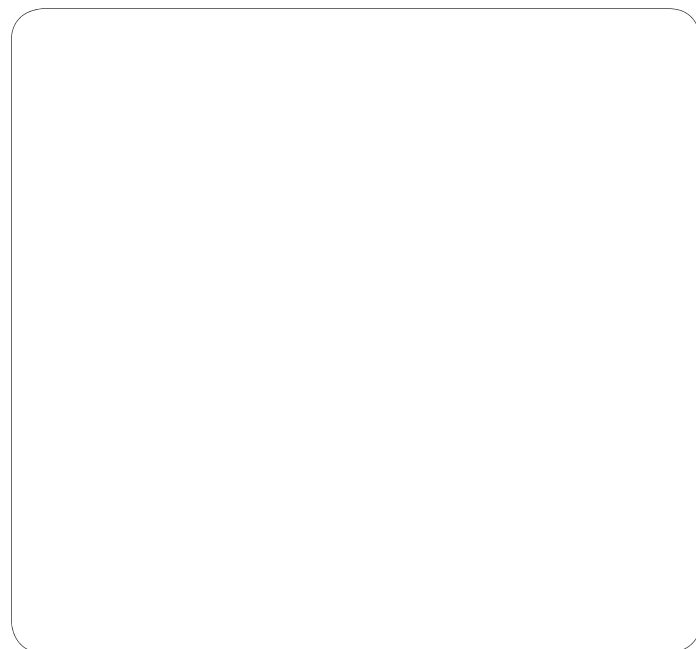
- A. Consultation with the School dean and dean of academic support and advising: The faculty member will inform the student, the School dean, and the dean of academic support and



advising of the accusation. Both the faculty member and the student will meet with the School dean who will a) consult with the Center for Academic Support and Advising to see if there are previous incidents, b) hear both sides, and c) recommend a course of action. If the School dean concurs with the charge of academic dishonesty and determines that it is a first offense, s/he will choose one of the following options, depending on the seriousness of the offense:

- B. Write a letter of warning to the student, with a copy to the dean of academic support and advising; or
- C. Refer the matter to the dean of academic support and advising, who will write a letter of warning to the student. In addition to the letter of warning, further sanctions available at stage 1a. or 1b. may include removal of all record of the course being taken (in the case of plagiarism in a course paper), or a decision to set aside the project in question and require the student to do an alternate project on a different topic with a different committee (unless the committee concerned agrees to continue working with the student).
- D. In cases of egregious violation, the School dean or dean of academic support and advising may refer the case to the dean of student office for disciplinary action, as outlined below.
- E. Referral of the case to the dean of student office for disciplinary action: Second or multiple offenses concerning plagiarism or other violations of the ethics of scholarship (as well as egregious first offenses) will be referred by the School dean or the dean of academic support and advising to the dean of student office for further disciplinary action. The dean of students office will consult with the dean of the faculty in deciding disciplinary action. Sanctions available include disciplinary probation, suspension, or expulsion from the college.
- F. Appeals: The student has the right to appeal the finding of academic dishonesty and/or disciplinary sanction to the president.
- G. Record of cases of academic dishonesty: All cases of academic dishonesty should be reported in writing to the dean of academic support and advising. A record of all cases will be maintained by the Center for Academic Support and Advising. CASA will be responsible for monitoring recommended actions and ensuring appropriate confidentiality. CASA will also keep a summary of all cases, without identifying specifics, to aid in determining appropriate action.

(The student handbooks of Amherst, Mount Holyoke, and Smith Colleges and of Princeton University were employed extensively as source material in drafting the above statement on Ethics of Scholarship.)



## STUDENT COMPUTING ACCEPTABLE-USE POLICY

Hampshire College's computing, server, network, and Web resources support academic, research, and administrative needs of all students, faculty, and staff members of the college community. The following policy is intended to shape the college's use of these resources and to assert our shared values and expectations. Students must agree to this policy in order to use these resources.

The college owns the network, servers, and all college-purchased computer systems. Personal use of the college's computing resources is permissible as long as it does not interfere with other users' access to resources for academic work and is not excessive. The college assumes no obligation to retain any personal files or other information after a student graduates or withdraws from the college.



Accounts to college resources, including email, are issued to all students at time of enrollment and remain in effect as long as the student maintains a relationship with the college. These accounts are for the sole use of the student to whom they are issued. Accounts are not transferable. Students are responsible for choosing secure passwords and maintaining password confidentiality. Students are also responsible for checking their college email accounts regularly as all official college correspondence via email is sent to these accounts only. The college is not responsible for setting up, using, or forwarding email to any other account. Students may retain email accounts in perpetuity as alumni in accordance with the college's email policy.

Students may not access, inspect, or alter any file or directory belonging to another user without his/her permission. Students may not harass other users by sending unwanted email, programs, or other files that are knowingly disruptive or may be reasonably construed as threatening or disparaging of others. Students may not knowingly forward virus-infected email or files to others and are strongly encouraged to maintain updated virus protection software on their computer. Students may not use the college's resources to gain unauthorized access to other computing resources either on campus or elsewhere. Nor may they use college computing, network, or Web resources, including access to the Internet, for solicitation or operation of commercial ventures or interests. Students may not use the college's computer resources in a way that violates the college's sexual harassment or nondiscrimination policies.

The college believes in freedom of speech regardless of the medium used for communication and does not wish to act as a censor of information on college resources, including webpage content. However, the college will investigate complaints arising either from the college community or external sources and will comply with and enforce applicable laws and college policies as appropriate. All email and files on college-owned computers and servers are legally the property of the college. The college reserves the right to inspect email and files and take appropriate action without notice if there is reasonable belief that there has been intentional or inadvertent disruption to the college's network or other shared resources or if there is suspected violation of this policy or applicable laws.

Students may not damage, deface, alter, or remove any college computing equipment from campus without authorization or deliberately attempt to degrade the performance of college computing or network resources. Students may not install software on any college computer system without appropriate authorization or install software that is in violation of any licensing agreement.

Guidelines regarding plagiarism and academic integrity apply to coursework completed on computers, network, and Web resources just as they do with any other type of coursework. Students should be aware of and abide by all applicable copyright laws and licenses.





**Governance**

**This section discusses some of the important governance positions and committees that require student involvement. For more information on various governing boards on campus, consult the Hampshire College Constitution, trustee bylaws, or Community Council bylaws, or inquire in the dean of faculty and Community Council offices.**

## STUDENT TRUSTEE AND ALTERNATE TO THE BOARD OF TRUSTEES

According to the bylaws, the trustees have general supervision and control over the property and affairs of the college. They formulate and oversee educational and fiscal policy; appoint officers and set the terms of their employment; make rules to ensure the good government of the college; fix tuition and other fees; and confer all honors and degrees. There are currently 24 members of the board of trustees, including one member of the faculty, one staff person, and one student. The president of the college is also a member of the board. The board also provides for a nonvoting student trustee alternate.

The student trustee and the trustee alternate are expected to attend and to participate in four meetings per year of the board of trustees: three at Hampshire College (usually on Friday), in October, May, and June; and one off campus in January.

Student trustees are also expected to attend and to participate in meetings of various committees of the board. In addition to presenting students' concerns and viewpoints to the board, the student trustee and student trustee alternate are expected to report back to their constituencies, formally and informally, on matters taken up by the trustees.

A student candidate must have been enrolled for one full academic year or be a transfer student who has completed one academic year elsewhere as well as one semester at Hampshire, and must be in good academic standing. The student trustee alternate must make a two-year commitment, so candidates must plan to be on campus for two years; students planning to go on field study or leave are not eligible. An incumbent is not eligible for reelection except when the incumbent filled an unexpired term. The student trustee alternate must be a nonvoting member of the board for the first year of service, and will automatically become the voting student trustee for the second year.

**Hampshire College encourages students to participate in community governance. Students have many opportunities to take an active part in shaping campus policy and making decisions affecting academic and student life issues. In fact, most committees and governance bodies require student membership. The degree of involvement ranges from being elected the student trustee, to serving as a Community Council member, to attending School meetings, to serving on a house director search committee.**

**The college has set aside time during each week when classes are not scheduled so that community members may participate in governance activities. This “governance time” is Tuesday, beginning at 3 P.M., throughout the academic year. During this time governing boards regularly meet. Meetings of all governance bodies are generally open to the community.**



## STUDENT REPRESENTATIVES TO COMMITTEES OF THE BOARD OF TRUSTEES

The Board of Trustees of Hampshire College is currently made up of 24 members. Due to the large volume of business required of the board, much of the work and detailed discussion is delegated to various committees of the board. Most committees include, besides trustees, an elected student representative, an elected staff representative, and an elected faculty representative.

They discuss concerns and proposals that fall within their area of responsibility, and they make recommendations to the full board of trustees about action to be taken. In general, they meet for one to two hours, three or four times a year. Occasionally committees convene in between regularly scheduled board sessions.

Any student who has been fully enrolled for at least two semesters, who is in good academic standing, and who will make a one-year commitment is eligible. Incumbents are eligible to run for a second term. Students planning to go on leave or field study are not eligible.

### Current Committees of the Board of Trustees

- Admissions Committee: reviews and discusses admissions strategies and procedures.
- Buildings and Grounds Committee: considers policies affecting facilities and grounds, land use, construction, etc.
- Campus Life Committee: considers policies affecting nonacademic aspects of student and community life.
- Educational Policy Committee: considers policies and trustee actions bearing on the faculty and the academic program.
- Finance Committee: oversees the financial affairs of the college, i.e., budgets, cash flow. This representative will also serve as ex officio member of CHOIR (Committee at Hampshire on Investment Responsibility).
- Subcommittee on Investment Responsibility (CHOIR): reviews the college's investments and, as necessary, recommends changes, in accordance with established guidelines.
- Resources Committee: reviews the progress of fund-raising, alumni affairs, and development strategies.

For more information about student participation on trustees committees or becoming a student trustee, inquire in the office of the secretary of the college, x5780.

### Investment Practices of the College

The Board of Trustees of Hampshire College follows a policy designed to ensure that the college's funds are invested in socially responsible companies. The policy was developed by CHOIR (Committee on Hampshire Investment Responsibility), a subcommittee of the board's finance committee consisting of trustees, faculty, students, and staff. Because students have asked that the college review its investment policy, it is posted online for the convenience of those interested. Visit the Governance section of the Hampshire College Intranet for more information.

## COMMUNITY COUNCIL

Community Council is responsible for the quality of life on campus and the well-being of the college community. Community Council allocates funds from the student activities fee, which each Hampshire student pays. These fees fund various student groups, on-campus activities, and house programs as well as community-wide expenditures including the PVTA bus service fee and the University of Massachusetts Amherst Fine Arts Center fee. Community Council is composed of students, staff, administration, and faculty serving together. Council meets weekly during governance time, 3:30–5 p.m. every Tuesday, in the Community Council office, which is located in the rear of the Airport Lounge on the second floor of the Johnson Library Center. Council's meetings and minutes are open to the community. To learn more, call the office at x5708, email at [ccouncil@hampshire.edu](mailto:ccouncil@hampshire.edu), or visit the website at <http://council.hampshire.edu>.

### Financial Committee (FiCom)

The financial committee (FiCom) is the subcommittee of Community Council that is responsible for the distribution of the student activities fee. FiCom funds groups on a semester basis. To be on the agenda, a written request must be submitted to the box outside of the council office door one week in advance. FiCom is student-run and has both elected officers and at-large members. FiCom's office is located in the back right of the Airport Lounge in the library.





## Committee on Community Activities (COCA)

COCA is the subcommittee of Community Council that plans large-scale events that are open to the Hampshire community. They receive significant funding from FiCom. COCA funds and organizes Hampshire Halloween in the fall and Spring Jam, and cosponsors many other events. COCA is student-run and anyone can join. For more information, write to [coca@hampshire.edu](mailto:coca@hampshire.edu). Community Council, COCA, and COCD share an office space in the far rear of the Airport Lounge in the library.

## Committee on Community Development (COCD)

COCD is a subcommittee of Community Council that addresses issues of community space, resources, and services at Hampshire. Past projects include initiating the Airport Lounge and supporting the ongoing renewal of the Cultural Center, Center for Feminisms, and Queer Community Alliance Center. COCD is student-run and anyone can join. Community Council, COCA, and COCD share an office space in the far rear of the Airport Lounge in the library.

## All-Community Meetings

At least once each semester, Community Council coordinates and facilitates a meeting of all members of the campus community. This is an opportunity for students, staff, and faculty to come together to address concerns, to make proposals, and to ask questions related to current campus issues. Community Council solicits suggestions for the agenda from community members prior to each meeting. For more information and meeting dates, inquire in the Community Council office. Additional all-community meetings may be called by the president or the dean of students.

## EDUCATIONAL POLICY COUNCIL (EPC)

This board is responsible for the many academic aspects of the college. Student members are elected to the board. EPC is composed of three faculty from each of the larger Schools (NS, SS, and HACU) and two faculty from CS and IA. Each School also has a student representative to EPC. There are two staff members. Discussions regarding any educational policy change happen in EPC and then are forwarded on to the faculty for final approval. Meetings are open to all: 3:30 P.M., Tuesdays (except first Tuesday of the month), Faculty/Staff Lounge in FPH. For more information, contact EPC Secretary Linda Mollison at x5543 or [lmollison@hampshire.edu](mailto:lmollison@hampshire.edu).

## DISCIPLINARY COUNCIL

Three students are elected members of this board, which hears and decides on matters involving interpretation of the constitution or any rule of the college. For more information inquire in the dean of faculty office.

## SCHOOL MEMBERSHIP

Hampshire's Schools have involved students in School meetings and committees since the first year of the college. Student membership is welcome and valued. As School members, students represent their own and other students' concerns in the forum of the School meetings. Students are eligible to participate in discussions and decision-making processes that constitute the business of School meetings. Students may also be responsible for reading reappointment files and deciding on faculty reappointments and promotions. In addition, students may serve on other committees as a student representative (searches, all-College committees, etc.). For more information, inquire in the School offices.

### Student Membership in the School of Cognitive Science

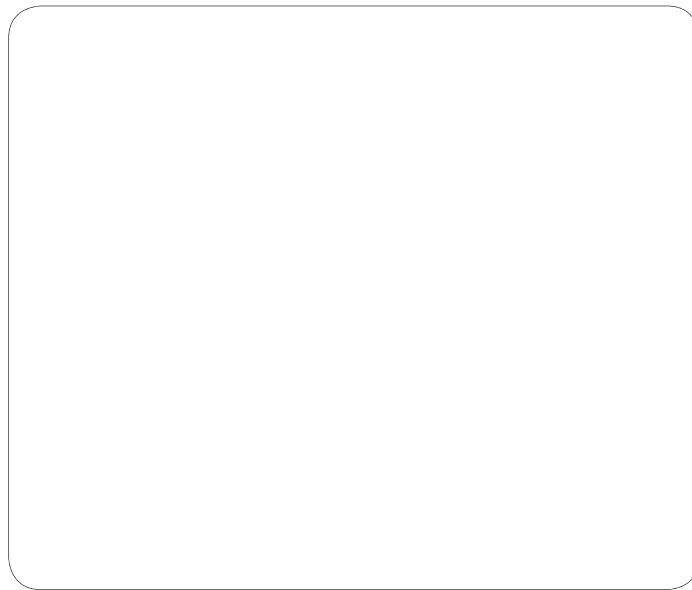
Student members in the School of Cognitive Science are full voting members and are responsible for attending School meetings, serving on School and college committees, and, in general, contributing to the functioning of the School. Any fully enrolled Hampshire student who does not currently hold a School membership in another School is eligible. School meetings are scheduled on Thursdays at 3:30 P.M. in Adele Simmons Hall. For information about application procedures, call or visit the School office.

### Student Membership in the School of Humanities, Arts, and Cultural Studies

To apply for membership in the School of Humanities, Arts, and Cultural Studies, a student must have passed the HACU Division I and preferably have filed Division II in HACU. Students are required to submit a short paragraph stating why they would like to become a student member of the School. This letter must include the student's area of concentration, campus box number, and campus phone extension. The School tries to balance the number of student members in the arts with those in the humanities. Mail application letter to the assistant to the dean, box HA, by the third week in September. The School as a whole will vote on student applications at a School meeting. Students



have a single vote on all matters requiring a vote. A community service evaluation is available for those who serve as student members. School meetings take place Thursdays at 3:30 P.M. in Emily Dickinson Hall.



## Student Membership in the School of Interdisciplinary Arts

The five student members in the School of Interdisciplinary Arts are full voting members and are responsible for attending the School meetings, serving on School and college committees, and, in general, contributing to the functioning of the School. Any fully enrolled Hampshire student who does not hold a school membership in another School is eligible. School meetings are scheduled on Thursdays at 3:30 P.M. in the Writing Center. For information about application procedures, call or visit the School office.

## Student Membership in the School of Natural Science

School meetings are held every Monday of each semester from noon to 1:20 P.M. in Cole Science Center, room 114. All students who attend School meetings on a regular basis are considered members of the School and are eligible to participate in all discussions and decision-making processes. Decisions are made by consensus. Student participation on committees is encouraged.

## Student Membership in the School of Social Science

The School of Social Science has an active student membership, a portion of which is renewed each term. Student members select from among themselves a group of six or seven voting members to vote on faculty hiring, promotions, and reappointment. Social Science meets about twice a month on Thursdays at 3:30 P.M. in FPH. For information about application procedures, call or visit the School office.

## STUDENT INVOLVEMENT IN THE REAPPOINTMENT OF FACULTY

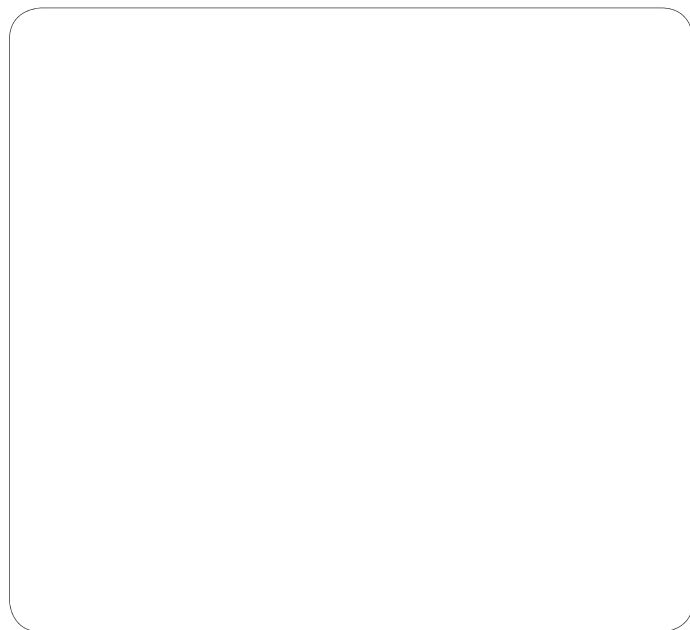
Students have always been considered an integral part of college decision making. The high regard that the community has for student judgment and perception is clearly reflected in the fact that students participate in the decisions regarding faculty reappointments and promotions. This participation takes two forms:

- Students are strongly encouraged to submit letters for files of faculty members who are up for reappointment. Student letters are most helpful when they describe in some detail the ways in which the student has worked with the faculty member and present an evaluation of the learning experience. It is not necessary for students to conclude with a recommendation for or against reappointment or promotion. Many factors are considered in the final judgment. A procedure established in 1979 allows students to submit confidential information to a faculty committee established in each of the Schools. A summary of the content and context of a student's information is placed by the committee in the candidate's open reappointment file. The name of the student is withheld.
- Student members of all Schools participate in the reappointment process at that level. In addition, students are members of the Hampshire College Committee on Faculty Reappointments and Promotions (CCFRAP). CCFRAP makes recommendations on faculty reappointments and promotions to the president. Two students, elected early in the fall semester (and who must be voting members of a School), are members for a one-year term.



## STUDENT LIFE COMMITTEES AND TASK FORCES

The division of student life offers many opportunities for student involvement on various committees and task forces related to student life issues. Students are members of search committees for student life staff. Recent committees in which students participated are searches for public safety officers and residence life house directors. Students are also members of student life task forces. Recent task forces have included the New Student Residence Task Force. For more information about student opportunities on student life committees and task forces, inquire in the dean of students.



Students take part in the Community Review Board (CRB), which is the community-based disciplinary board comprising three students, two faculty, and one staff member.

See Community Standards, Policies, and Procedures section for information relating to the selection of CRB members.

## Housing Advisory Committee (HAC)

HAC is a committee of students and staff who meet on an ad hoc basis to review and make recommendations relating to housing policy and room choosing procedures. HAC meetings are seasonal. They meet on Thursdays at 3 P.M. in the Merrill House living room. Meetings are open to all Hampshire College community members. HAC is always seeking more student involvement. For more information, contact HAC chair Linda Mollison at [lmollison@hampshire.edu](mailto:lmollison@hampshire.edu) or x5543. Linda Mollison is the director of housing operations. When HAC is meeting, those unable to attend can join the discussion on the ResLife discussion board at <http://discussion.hampshire.edu>.

## CAMPUS FACILITY COMMITTEES

Students are strongly encouraged to participate in campus planning and in the long-term planning for the future of Hampshire College. The campus planning office maintains a website that provides up-to-date information about various committees, current memberships, and projects related to college planning and the Sustainable Campus Plan. All planning committees involve students and a broad range of faculty and staff.

### Campus Planning Committee

The Campus Planning Committee reviews, advises, and recommends for approval facility and land-use projects related to the core of the campus. Its recent efforts have been directed toward projects associated with the Facilities Refurbish and Renewal Program and the planning and implementation of the Core and Community Cohesion initiatives, identified as a result of the Sustainable Campus Planning effort.

### Facilities Refurbish and Renewal Program

The Facilities Refurbish and Renewal Program is an ongoing program designed to address health and safety, deferred maintenance, and facilities renewal needs of the college's buildings and grounds.

Under the direction and approval of the board of trustees, Phase I, a five-year, \$12 million investment, is to be directed toward the refurbishment and renewal of student housing, along with academic and community spaces. It is also intended to begin to address critical building infrastructure needs and landscape repair and renewal.

Phase I projects were selected from information gathered from surveys and studies conducted by the college, recommendations of the Sustainable Campus Plan, and in support of the college's Strategic Plan. The studies include the Facilities Condition Assessment, Maguire



Study, admissions surveys, and the Retention Committee findings. Representatives of facilities and grounds, the Campus Planning Committee, and the Trustees Buildings and Grounds Committee also helped to develop the list of recommended projects.

The projects and descriptions listed represent a large portion of Phase I of the college's Facilities Refurbish and Renewal Program. In addition to those listed, there are a number of health, safety, and infrastructure-related projects that have either been recently completed, are currently being implemented, or are in the planning stage.

The funds have been allocated approximately as follows: Residence Hall Improvements—73 percent, Academic Space Repairs and Upgrades—15 percent, Landscape and Exterior Repairs and Upgrades—7 percent, Social Spaces—3 percent, Admin Spaces Repairs and Upgrades—2 percent. Health and safety and deferred maintenance projects are included within the areas listed. Additional social space upgrades are included in the residence hall improvements.

## SUSTAINABLE CAMPUS PLAN

The Sustainable Campus Plan seeks to 1) advance the college's distinctive educational program by modeling how the campus and community can be a laboratory for experimentation and demonstration of sustainable development principles; and 2) strengthen the college as an educational enterprise that is itself sustainable, qualitatively and financially.

For information on Sustainable Campus Plan committees and activities, call facilities and grounds at x5431.

## STUDENTS INELIGIBLE TO RUN FOR OR HOLD ELECTED OFFICE

Students in poor academic standing or on disciplinary probation forfeit the privilege to run for or hold elected office. Students wishing to appeal must do so in writing to the appeals committee. This application must include a statement from the applicant's advisor. In order to allow time for possible appeals, nominations for any elected office must close at least one week prior to the elections. An appeals committee will consist of the dean of faculty, one faculty member of the Educational Policy Council for matters of academic standing, the dean of students, a staff community council member, and a student community council member for matters of disciplinary probation.

## NOTIFICATION OF JURY DUTY LAW

According to the Office of Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts." There are no student exemptions from jury duty.

Students should read carefully all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution. Students who miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, contact the Office of Jury Commissioner (1.800.THE.JURY/1.800.843.5879). Further information can be found on the Office of Jury Commissioner's website at [www.massjury.com](http://www.massjury.com).

## VOTER REGISTRATION

As a part of the Higher Education Amendment, Hampshire College must provide you with the opportunity to register to vote. To request a mail-in voter registration form online, visit [www.state.ma.us/sec/ele/elestu/stuidx.htm](http://www.state.ma.us/sec/ele/elestu/stuidx.htm). The Massachusetts form can be used only to register to vote in Massachusetts.

Out-of-state students who want to vote in their home state must use either a mail-in form supplied by an election official in the home state or the federal mail-in affidavit of voter registration. Affidavits may be obtained by writing or calling the Massachusetts Elections Division, Room 1705, McCormack Building, One Ashburton Place, Boston, MA 02108; 617.727.2828 or 800.462.8683.