**ART HISTORY, FACULTY AND UNIVERSITY POLICIES**

University deadlines, regulations, and degree requirements can all be found in the [Undergraduate Calendar](http://calendar.carleton.ca/undergrad/)**.**

1. **Term tests**: Attendance at term tests is compulsory. Absence from a term test will normally result in no mark for that test and F for the course (see also point 6 below). If an absence is justified to the instructor’s discretion by a letter from a medical doctor, or lawyer, or another acceptable written excuse and if the instructor is contacted regarding the absence as soon as possible after the absence, the student will not be penalized. Instructors may, at their discretion, assign such legitimate absentees:

(1) a make-up test;

(2) a make-up assignment;

(3) a prorated grade based on the other marks assigned to the course.

1. **Course withdrawal**: Students who withdraw from a course must do so by the dates stated in the Undergraduate Calendar. Simple non-attendance does not constitute withdrawal and will result in a grade of F rather than WDN. The onus for withdrawing is entirely upon the student. See [section 2.1.6](https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/registration-evaluation-records/#withdrawal) in the Undergraduate Calendar.
2. **Due dates for term assignments**: Late assignments will be penalized 5% per day for three (3) University calendar days, after which no assignments will be accepted without documentation of a medical or legal emergency and consultation with the instructor. No assignments will be accepted after the senate deadline for term work. Students are required to retain a copy of term assignments submitted.
3. **Final examinations**: Attendance at final examinations is compulsory.
4. **Incomplete term work**: An unexcused absence from a term test is a form of incomplete term work.
5. **Numerical equivalents of letter grades**: Instructors in this department use the equivalencies stated in [section 5.4](https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/grading/#grading-system) of the Undergraduate Calendar, unless specified otherwise in the course outline by the instructor.
6. **Instructional offences, especially plagiarism**: Students are to read and abide by the regulations stated in Carleton University’s [Academic Integrity Policy](https://carleton.ca/registrar/academic-integrity/). The following definition of plagiarism is taken from this policy:

**Plagiarism** is presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one's own. Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the Internet.

Examples of plagiarism include, but are not limited to:

* submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
* using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
* using another's data or research findings;
* submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own;
* failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks.

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of “F” for the course.

1. **Deferred final examinations and term work** are available to those who meet the criteria stated in the Undergraduate Calendar. For criteria and procedures, see [sections 4.3.1 and 4.4](https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/examinations/#deferred-final-exams).
2. **Other**: Students are required to comply with the policies of the university as stated in the calendar. Note especially [Academic Regulations of the University](https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/) and [The Academic Year](https://calendar.carleton.ca/academicyear/).
3. **Weighting of course marks, any mark penalties and due dates** for individual courses are stated on the course outlines.

For clarification on other policies, contact your instructor, the Assistant Direct of Art History, or the Director of the School for Studies in Art and Culture (SSAC).

**ACADEMIC ACCOMODATION**

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

**Pregnancy obligation**: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details [click here.](https://carleton.ca/equity/accommodation/pregnancy-accommodation-form/)

**Religious obligation**: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details [click here](https://carleton.ca/equity/accommodation/religious-observances/).

**Academic Accommodations for Students with Disabilities**: The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the [PMC website](https://carleton.ca/pmc/) for the deadline to request accommodations for the formally-scheduled exam (if applicable).

**Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/sexual-assault-support-services>.

**Accommodation for Student Activities**

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>.

**Contacts (phone extension, 613-520-2600)**

* Art History: 423 St. Patrick's Building (5606)
* Registrar’s Office: 300 Tory Building (3500)
* Academic Advising Centre: 302 Tory Building (7850)
* Paul Menton Centre for Students with Disabilities: 501 University Centre (6608)
* Centre for Student Academic Support (CSAS) – study skills, writing tutorial service: 4th floor MacOdrum Library (3822).