

# HUMS 1200A – HUMANITIES AND CLASSICAL CIVILISATION

## SYLLABUS

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THIS SYLLABUS IS IMPORTANT - PLEASE READ THE ENTIRE DOCUMENT

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## GENERAL COURSE INFORMATION

### COURSE DESCRIPTION

This course will teach you how to write the most basic kind of university paper, the exegetical essay. You will learn how to read and understand difficult books, and how to explain those books clearly. You will use this skill in every other Humanities course.

You will work on the three great epics from Greece and Rome, Homer's *Iliad* and *Odyssey*, and Virgil's *Aeneid*, as well as a series of short passages from the ancient world.

### COURSE FORMAT

This course is a writing workshop. Its aim is to teach you a skill, through constant practice, not to teach you a certain content about the Ancient World.

Before most class days, you will have a 'self-study' unit to complete. These units will not be graded, but they are the means by which you will learn to write an exegetical essay, because they give you lots of passages to practice on. You must complete each self-study unit before the class in which it will be discussed.

During each class period, we will discuss the material in that day's self-study unit. This is the time to ask questions and have clarified things that you did not understand while working on your own.

It is essential that you do your work in this course regularly and don't fall behind. If you keep up the pace, you are almost guaranteed to do well. Conversely, if you fall too far behind, it will be almost impossible for you to pass the course.

### ASSIGNMENTS

You will submit four assignments, the final one in two parts, which will make up the majority of your grade for the course. See the section on *Assignments* for details, and the *Weekly Schedule* for due dates.

### OFFICE HOURS

I will hold regular office hours, during which you can get individual help. There will be a sign-up tool on Brightspace to schedule a meeting during those hours. If you are unable to meet with me during one of the scheduled times, because of a direct conflict with another class, you may email me to request a different time.

### COVID-19 STATEMENT

You must follow Carleton's current policy on COVID-19. Currently it does not require masks or vaccination, but that may change. See the end of this syllabus for Carleton's current statement.

## BOOKS AND SOFTWARE

### REQUIRED TEXTS

Please consider supporting the local bookstore, *All Books*, which regularly has many copies of the texts for HUMS 1200. It is located at 327 Rideau Street, next to the Bytown Cinema. Give Mark a call at 613-789-9544 to let him know you are coming, or just drop in. Given the devastation of local businesses during the pandemic, Mark would appreciate having your custom, rather than Amazon.

#### The Epics

Please buy a copy of Homer's *Iliad*, Homer's *Odyssey*, and Virgil's *Aeneid*. I prefer that you use the translations by Robert Fagles. However, if you are in another class where your professor requires a different translation, you can read that one instead of Fagles. For your assignments, however, you must refer to the pagination of the Fagles translation.

- Homer. *The Iliad*. Trans. Robert Fagles, ed. and intro. Bernard Knox. Harmondsworth: Penguin, 1990.
- Homer. *The Odyssey*. Trans. Robert Fagles, ed. and intro. Bernard Knox. Harmondsworth: Penguin, 1996.
- Virgil. *The Aeneid*. Trans. Robert Fagles, ed. and intro. Bernard Knox. Harmondsworth: Penguin, 2006.

If you wish to buy them in paper, there is a [boxed-set available from Amazon](#) or from Mark at *All Books*.

If you wish to read electronic copies, here are links to the kindle editions: [Homer, Iliad kindle edition](#) / [Homer, Odyssey kindle edition](#) / [Virgil, Aeneid kindle edition](#)

Note that the versions of Homer and Virgil available for free online are in old translations that are difficult to read, and will almost certainly reduce your grade in the course.

#### The Norton Book of Classical Literature

- *The Norton Book of Classical Literature*. Ed. Bernard Knox. New York and London: W.W. Norton, 1993.

This text does not exist electronically. The excerpts that you need will be given to you in the self-study units. However, I do recommend buying the [paper edition](#) anyway, because the book contains much more good material in it than we have time to cover in this class.

#### Grammar and Style

- Ruvinsky, Maxine. *Practical Grammar. A Canadian Writer's Resource*. 2nd edition. Don Mills: Oxford University Press Canada, 2009.

This text does not exist electronically. You can buy the [current](#) or [previous](#) edition in paper.

- Strunk, W. Jr. and White, E.B. *The Elements of Style*. 4th edition. Boston: Allyn and Bacon, 2000.

Any edition or printing of Strunk & White will do, such as [this paper](#) or [this kindle](#) edition.

Note that the years listed at the end of each book's information are the original dates of publication. Your copy will probably have a later year of printing indicated.

I will not refer to either of these books explicitly in the course. But I require you to buy them because they are essential resources for your entire university career.

#### ONLINE READING

- *The Humanities Writing Guide*

This is your main text for learning how to write an exegetical essay. It will be posted on Brightspace.

#### RECOMMENDED TEXTS

- Kamm, Antony. *The Romans. An Introduction*. 4th edition. London and New York: Routledge, 2020.

You can find [various editions here](#). However, they have recently increased the price of this slim volume, so I would recommend buying it only if you decide you really have an interest in Ancient Rome.

- Pomeroy, Sarah, et. al. *A Brief History of Ancient Greece*. Oxford: Oxford University Press, 2019.

The [latest edition](#) of this book is 2019, but earlier editions are fine and are probably cheaper.

You are not required to buy these two books, but they would help you with your general understanding of the ancient world.

#### RECOMMENDED SOFTWARE

- [Omnioutliner Essentials 5](#) (\$19.99 US). For Mac only. There are also versions for iPad and iPhone.
  - This is a very useful outlining tool. Unfortunately, it is Mac or iPad only. The outline function in MS Word is a decent alternative, and PC users can access it.
- [Scrivener](#)— \$56.95 (Cdn) for Mac or PC Education license.
  - You don't need this now, but remember it for later in your degree, when you start writing long, complex documents.

COURSE REQUIREMENTS AND EVALUATION

## EVALUATION

Evaluation will be based on the following requirements::

Attendance	10%
Participation (self-evaluation)	5%
Assignment 1: One short passage	10%
Assignment 2: Two short passages	15%
Assignment 3: One longer passage	25%
Assignment 4: Exegetical essay	35%
<b>Total</b>	<b>100%</b>

Note: **There is no mid-term or final examination in this course.**

## GRADES

Grades will be based solely on individual, academic merit as judged against absolute standards. They will not be adjusted to achieve a supposed normal distribution or manipulated in any other way.

Grades will be given as a percentage out of 100. At the end of the course you will be assigned a letter grade corresponding to your final percentage, according to the standard Carleton scale:

Standard Carleton Grade Scale				
0-49 = F	50-53 = D-	60-63 = C-	70-73 = B-	80-84 = A-
	54-56 = D	64-66 = C	74-76 = B	85-89 = A
	57-59 = D+	67-69 = C+	77-79 = B+	90-100 = A+

## ATTENDANCE

The Bachelor of Humanities official policy on participation and attendance is the following: *Attendance and participation are critical components of all courses in the Bachelor of Humanities program. As a result, a pattern of non-attendance may in and of itself constitute sufficient grounds for awarding a final course grade of F.*

You must attend class regularly. You must be present for at least 30% of the lectures (i.e. at least 8 lectures), or you will **fail the course automatically**, no matter how well you do on the assignments. See the section below on Automatic Failure.

It is your responsibility to make up any material covered and find out about any announcements made on class days when you are absent.

## PARTICIPATION

At the end of the semester you will have the opportunity to evaluate your own participation in the work we do together in class. This will make up 5% of your overall grade in the course.

## COMPLETION OF TERM WORK

Term work in this course consists of four written assignments, the final one in two parts.

- The final day to hand in term work in this course is the **9th of December 2022**. **If you have not submitted all of your assignments by this date, you must withdraw from the course or you will fail automatically**, with a grade of 'F', unless granted a deferral by your instructors (see above).
- The final date to withdraw from the course is the **9th of December 2022**.
- If you hand in an assignment after the **9th of December 2022** with a "Self-declaration for Academic Accommodation (link)" documenting incapacity to do schoolwork, your effective submission date will be adjusted accordingly. If the revised date is the **9th** or before, the assignment will be accepted. E.g. An assignment handed in on the **13th** of December with a note demonstrating five days of incapacity would have its submission date adjusted to the **8th** of December, and be accepted; a note indicating a single day's incapacity would be adjusted to the **12th**, and not be accepted.
- Realise that an adjustment to your final assignment due date does not change the withdrawal date. So handing in an assignment after this date is risky. If you miscalculate, you will not at that point be able to withdraw from the course and could fail, due to incomplete term work.
- In exceptional circumstances you can petition the Registrar's office for a back-dated medical withdrawal from all of your courses in a given year.

## AUTOMATIC FAILURE

To pass, students must regularly attend the lectures and complete all the written assignments, unless formally excused by the Instructor because of illness or another legitimate reason. This includes Assignment 4-1, your Essay Plan, even though it is not given a grade.

**You will fail the course automatically, with a grade of 'F', if you:**

- **Do not hand in one or more graded assignments**
- **Do not hand in assignment 4-1, your Essay Plan**
- **Attend fewer than 30% of the lectures (fewer than 8 lectures)**

## DEFERRALS

In very exceptional circumstances you may obtain a **deferral of course work** from your instructor. These will only be granted in cases where serious injury, illness, or other involuntary factors have rendered you unable to work for a prolonged period of time, and where a reasonable chance of completing your course work still exists.

In order to request a deferral of course work, fill out the "Self-declaration for Academic Accommodation (link)" and include an additional sheet explaining your circumstances. Note that a deferral request for medical reasons does not obligate you to give your instructor details of your medical history or condition. In this case, a statement that there is a serious medical condition is sufficient.

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You must request a deferral of course work from your instructor no later than three days after the deadline for the assignment you were unable to complete has passed, and an accommodation must be agreed upon, if granted, before the last day of classes (**9th of December 2022**).

If you do not hand in your deferred course work by the deadline for submission of grades, it will receive a 0%, and you will receive an F in the course for incomplete term work. If subsequently you hand in your deferred work, and it is accepted, your grade will then be adjusted.

Note that deferrals of course work are granted at the discretion of your instructor, and are not granted by the Registrar's Office.

## GETTING HELP

There are two formal and regular ways for you to get help.

- (1) The first is through normal class sessions. In these sessions most of your questions will be asked and answered.
- (2) The second is through my office hours. There will be a sign-up tool on Brightspace to schedule a private meeting with me during office hours to get individual help.

In addition to this, I am available for meetings outside my office hours, in cases of emergency or if you have a direct conflict with another class during my office hours. Email me to make an appointment. I have two small children, so if I cannot make the extra trip to campus, the meeting might have to be a video chat or phone call.

I am always willing to give you whatever help I can. I am willing to help you understand and plan your assignments, give you constructive feedback, help you come up with a strategy to get your work done more efficiently, or refer you to the service on campus that can help with any serious problems that crop up.

**But in order for me to help you, you must ask for my help.** In particular:

- If your assignment is late, don't ignore it. You will end up failing the class. Email me. Let me know that you are having problems. I will let you know what your options are, no matter how serious your circumstances may be.

You can also get help by discussing your assignments with your classmates, and with students in upper years. They have all been where you are right now, and they can help you figure out whatever you find difficult. No one is good at everything right away. But most people make dramatic improvement with the help of others who already know the path to follow.

Finally, if you are having a problem and do not feel comfortable speaking with me, please make an appointment to see the B.Hum. Undergraduate Advisor or the Director of the College of the Humanities. They can either help you themselves or refer you to someone who can help you.



## ASSIGNMENTS

### ASSIGNMENT STRUCTURE

There are four written assignments in this course. In the first three assignments you will write an outline of various passages and produce a prose explanation on the basis of your outline. In the fourth assignment you will write an essay whose argument answers a question about one of the three epics. Your essay will be based on an essay plan that demonstrates your understanding various passages in your epic.

#### Assignments 1–3

The first three assignments consist of an outline and a finished prose explanation.

You will only be evaluated on your prose explanation. However, your prose must be based on a submitted outline. Assignments submitted without an outline will receive a grade of 0%.

#### Assignment 4

The final assignment is in two parts: the (1) Essay Plan and the (2) final Exegetical Essay.

The first part, the Essay Plan, will not receive a grade, but must be submitted for the entire assignment to be considered complete. If you do not hand in an Essay Plan, you will fail the course because of incomplete term work.

Essay Plans submitted on time will receive feedback, which will help with the second part the assignment, the final Exegetical Essay. Essay Plans submitted late will not receive feedback.

### ASSIGNMENT EVALUATION AND FEEDBACK

Your assignments will be evaluated for:

- Grammar, spelling, style

You will receive feedback on the grammar, spelling, and style of only the first few pages of each assignment.

- Content

You will receive feedback on the content of the whole of each assignment. Your content will be evaluated on whether your argument is a well-structured and accurate explanation of the text.

### ASSIGNMENT SUBMISSION

- You must submit your assignments by 11:59 P.M. on the Friday of the week that they are due.
- You must submit all your assignments electronically, **in MS Word format** (.doc or .docx) or **Apple Pages format**.
- Your date and time of submission will be when the MS Word/Pages file is uploaded.

- If you upload your assignment in the wrong format (e.g. PDF, or RTF), or hand in a paper copy instead of submitting it electronically, **I will consider your assignment not to have been submitted.** Late penalties will accrue until the MS Word/Pages document is submitted.
- If you need to upload your document a second time in order to fix a minor issue, please upload it as an additional file, rather than a replacement file. If the changes are minor, the submission date of the original file will stand. However, major rewrites will change the submission date to the date of the second version. Note that, if the second version arrives after the first version is graded, it will be ignored. If you are in doubt as to what to do, email me at [gregory.macisaac@carleton.ca](mailto:gregory.macisaac@carleton.ca)

#### LATE ASSIGNMENTS

Assignments uploaded after 11:59 on the Friday of the week they are due are late.

Late assignments will have their grade reduced by 3% per calendar day (i.e. including weekends). According to the standard Carleton scale, given above, this means that in most cases you will lose one letter grade per day that your assignment is late.

For example, an assignment that would have received a 78% (B+) would suffer the following penalties:

- 1 day late (from midnight on Friday to midnight the following calendar day) = 75% (B)
- 2 days = 72% (B-)
- 3 days = 69% (C+)
- 4 days = 66% (C)
- 7 days = 57% (D+)
- 10 days = 48% (F)
- And so on, until the assignment reaches 0% (F)

**Late assignments will very quickly sink to a grade of F.** Hand in your assignments on time.

**Even an assignment that is so late it will merit a grade of 0% (F) must be completed,** or you will fail the course. See the section below on Automatic Failure.

#### ‘EXTENSIONS’

An extension is a private due-date for your assignment that differs from the due date every other student must meet. **No extensions will be granted in this course.**

However, a late assignment accompanied by a “[Self-declaration for Academic Accommodation \(link\)](#)” providing evidence of a physical or psychological condition that rendered you unable to do schoolwork will have its penalty reduced by the number of days of proven incapacity.

Please note that a heavy workload does not constitute a legitimate reason for lateness. Late penalties are an incentive to manage your time effectively, but they are also a consequence of failing to do so.

## WEEKLY SCHEDULE

Please complete the appropriate self-study unit, found on Brightspace, before each class.

	Date	Discussion Topics and Assignment due-dates	
		Outlining Arguments	
1	Wed, Sep 7	Introduction; Exegetical Essays	
		Working on a Single Passage	
2	Mon, Sep 12	Greek and Roman Myth: Creation and the Golden Age	
3	Wed, Sep 14	Greek and Roman Myth: Gods and Mortals	
4	Mon, Sep 19	Sparta and the ‘Men of Marathon’	
5	Wed, Sep 21	Everyday Greek and Roman Life—Love	Assignment due Friday
		Working on Two Passages at Once	
6	Mon, Sep 26	Homer, <i>Iliad</i> , Book I	
7	Wed, Sep 28	Homer, <i>Iliad</i> , Books II-XVII	
8	Mon, Oct 3	Homer, <i>Iliad</i> , Books XVIII-XXII	
9	Wed, Oct 5	Homer, <i>Iliad</i> , Books XXIII-XXIV	Assignment due Friday
		Working on Long Passages	
10	Wed, Oct 12	Homer, <i>Odyssey</i> , Books I-IV	
11	Mon, Oct 17	Homer, <i>Odyssey</i> , Books V-XII	
12	Wed, Oct 19	How to make an essay plan	Assignment due Friday
	Oct 24, 28	Fall Term Break—No classes	
13	Mon, Oct 31	Homer, <i>Odyssey</i> , Books XIII-XX	
14	Wed, Nov 2	Essay plan workshop: Come with your draft essay plan	
		The Essay Plan	
15	Mon, Nov 7	Homer, <i>Odyssey</i> , Books XXI-XXIV	
16	Wed, Nov 9	The Rise of Athens	
17	Mon, Nov 14	The Greek Crisis	
18	Wed, Nov 16	The Philosophical Ideal	Assignment due Friday
		The Exegetical Essay	
19	Mon, Nov 21	Virgil, <i>Aeneid</i>	
20	Wed, Nov 23	Virgil, <i>Aeneid</i>	
21	Mon, Nov 28	Virgil, <i>Aeneid</i>	
22	Wed, Nov 30	Prose essay workshop: Come with your essay plan and feedback	
23	Mon, Dec 5	Roman Mythical History	

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	<b>Date</b>	<b>Discussion Topics and Assignment due-dates</b>	
24	Wed, Dec 7	Augustan Rome	
25	Fri, Dec 9	Imperial Rome	<i>Assignment due Friday</i>

**CARLETON'S COVID 19 STATEMENT AS OF 15TH AUGUST 2022**

*“It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you re sick, washing your hands and maintaining proper respiratory and cough etiquette.*

**Feeling sick?** *Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you must follow Carleton s [symptom reporting protocols](#).*

**Masks:** *Carleton has paused the [COVID-19 Mask Policy](#), but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances were to change.*

**Vaccines:** *Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible, and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.*

*All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton s COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca).”*



# Humanities

## University Regulations for All College of the Humanities Courses

### Academic Dates and Deadlines

This schedule contains the dates prescribed by the University Senate for academic activities. Dates relating to fee payment, cancellation of course selections, late charges, and other fees or charges will be published in the Important Dates and Deadlines section of the Registration Website.

### Online Learning Resources

While online courses offer flexibility and convenience, they also present unique challenges that traditional face-to-face courses do not. [On this page](#), you will find resources collected by Carleton Online to help you succeed in your online courses; Learning Strategies and Best Practices, Study Skills, Technology and Online Interaction and Engagement.

### Copies of Written Work Submitted

Always retain for yourself a copy of all essays, term papers, written assignments or take-home tests submitted in your courses.

### Academic Integrity Policy

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This 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, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared 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 without appropriate acknowledgement;

- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own; and
- failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use quotations 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.

### Academic Integrity Process

## Academic Accommodation Policy

Carleton University is committed to providing access to the educational experience in order to promote academic accessibility for all individuals.

Academic accommodation refers to educational practices, systems and support mechanisms designed to accommodate diversity and difference. The purpose of accommodation is to enable students to perform the essential requirements of their academic programs. At no time does academic accommodation undermine or compromise the learning objectives that are established by the academic authorities of the University.

### Addressing Human Rights Concerns

The University and all members of the University community share responsibility for ensuring that the University's educational, work and living environments are free from discrimination and harassment. Should you have concerns about harassment or discrimination relating to your age, ancestry, citizenship, colour, creed (religion), disability, ethnic origin, family status, gender expression, gender identity, marital status, place of origin, race, sex (including pregnancy), or sexual orientation, please contact the [Department of Equity and Inclusive Communities](#).

### Requests for Academic Accommodation

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 accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

**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](#).

**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 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 will 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>

## **Grading System at Carleton University**

Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points and the percentage conversion can be found [here](#). Grade points indicated are for courses with 1.0 credit value. Where the course credit is greater or less than one credit, the grade points are adjusted proportionately.

## **Course Sharing Websites and Copyright**

Classroom teaching and learning activities, including lectures, discussions, presentations, etc., by both instructors and students, are copy protected and remain the intellectual property of their respective author(s). All course materials, including PowerPoint presentations, outlines, and other materials, are also protected by copyright and remain the intellectual property of their respective author(s).

Students registered in the course may take notes and make copies of course materials for their own educational use only. Students are not permitted to reproduce or distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s).

[More information](#)

## **Student Rights and Responsibilities at Carleton**

Carleton University strives to provide a safe environment conducive to personal and intellectual growth, free of injustice and characterized by understanding respect, peace, trust, and fairness.

The [Student Rights and Responsibilities Policy](#) governs the non-academic behaviour of students. Carleton University is committed to building a campus that promotes personal growth through the establishment and promotion of transparent and fair academic and non-academic responsibilities.



## Deferred Term Work

In some situations, students are unable to complete term work because of illness or other circumstances beyond their control, which forces them to delay submission of the work.

1. Students who claim illness, injury or other extraordinary circumstances beyond their control as a reason for missed term work are held responsible for immediately informing the **instructor** concerned and for making alternate arrangements with the instructor and in all cases this must occur **no later than three (3) working days after the term work was due**. The alternate arrangement must be made before the last day of classes in the term as published in the academic schedule. Normally, any deferred term work will be completed by the last day of term. In all cases, formative evaluations providing feedback to the student should be replaced with formative evaluations. In the event the altered due date must extend beyond the last day of classes in the term, the instructor will assign a grade of zero for the work not submitted and submit the student's earned grade accordingly; the instructor may submit a change of grade at a later date. Term work cannot be deferred by the Registrar.
2. In cases where a student is not able to complete term work due to illness or injury for a significant period of time/or long term, the instructor and/or student may elect to consult with the Registrar's Office (undergraduate courses) or Graduate Registrar (graduate courses) to determine appropriate action.
3. If a student is concerned the instructor did not respond to the request for academic accommodation or did not provide reasonable accommodation, the student should consult with the department/school/institute chair/director. If a mutually agreeable accommodation to complete course requirements prior to the course grade submission deadline cannot be achieved, the Associate Dean will become involved. If academic accommodation is not granted, and the student receives word **after** the academic withdrawal deadline, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Registrar (graduate courses) for a final grade of WDN (Withdrawn) in the course(s). If academic accommodation is not granted, and the student receives word **prior** to the academic withdrawal deadline, the student may elect to withdraw from the course(s).
4. Furthermore, if academic accommodation is granted, but the student is unable to complete the accommodation according to the terms set out by the instructor as a result of further illness, injury or extraordinary circumstances beyond their control, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Registrar (graduate courses). Please note, however, that the course instructor will be required to submit an earned final grade and further consideration will only be reviewed according to established precedents and deadlines. [More information of deferred Term Work](#)

## Deferred Final Exams

Students who are unable to write a final examination because of a serious illness/emergency or other circumstances beyond their control may apply for accommodation. Normally, the accommodation for a missed final examination will be granting the student the opportunity to write a deferred examination. In specific cases when it is not possible to offer a deferred examination, and with the approval of the Dean, an alternate accommodation may be made.

The application for a deferral must:

1. be made in writing to the Registrar's Office **no later than three working days after the original final examination or the due date of the take-home examination**; and,

2. be fully supported by appropriate documentation and, in cases of illness, by a medical certificate dated no later than one working day after the examination, or by appropriate documents in other cases. Medical documents must specify the date of the onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination. The University's preferred medical form can be found at the Registrar's Office [here](#).

[More information on Final Exam Deferrals](#)  
[Registrar's Office "Defer an Exam" page](#)

## Financial vs. Academic Withdrawal

Make sure that you are aware of the separate deadlines for Financial and Academic withdrawal!

Making registration decisions in Carleton Central involves making a financial and academic commitment for the courses you choose, regardless of attendance. If you do not attend, you must withdraw in [Carleton Central](#) within the published deadlines to cancel your registration. A fee adjustment is dependent on registration being canceled within the published [fee deadlines](#) and dependent on your course load. A course dropped after the deadline for financial withdrawal will receive a grade of Withdrawn (WDN), which appears on your official transcript.

Even if you miss the deadline for financial withdrawal, you might decide to drop a course to avoid a failure or a poor grade showing up on your student record and bringing down your CGPA. It is your responsibility to drop the course via Carleton Central within the published [deadlines](#) (see Academic Withdrawal).

If you are considering withdrawing from a course, you may want to talk to an advisor first. Course withdrawal may affect your student status, as well as your eligibility for student funding, immigration status, residence accommodation and participation in varsity sports, etc. Additionally, remember that once you choose your courses, you must use the "Calculate amount to pay" button to determine the correct amount of fees to pay.

Carleton Central is your one-stop shop for registration activities. If you are interested in taking a course, make sure to complete your registration. Simply attending a course does not mean you are registered in it, nor is it grounds for petition or appeal.

## Student Mental Health

It is not uncommon for students to experience a range of mental health challenges that significantly impact their academic success and overall well-being. Carleton has begun to address this problem by developing a [Mental Health Framework](#).

In addition, to help ease the stress and aid students' transition to university life, a new compassionate [First-Year Grading Policy](#) has come into effect, which will automatically convert all F grades in a student's first two terms to NR ("No Record") and allow students to convert any passing letter grade (up to 2.0 credits) to CR ("Credit"). Courses that receive an NR designation will not be included on a student transcript, and CR courses will not be factored into a student's CGPA.

A number of mental health resources are available to students, and can be found at the [Mental Health and Well-Being website](#).

## Department Contact Information

*Bachelor of the Humanities* 300 Paterson Hall  
[CollegeOfHumanities@cunet.carleton.ca](mailto:CollegeOfHumanities@cunet.carleton.ca)

*Greek and Roman Studies* 300 Paterson Hall  
[GreekAndRomanStudies@cunet.carleton.ca](mailto:GreekAndRomanStudies@cunet.carleton.ca)

*Religion* 2A39 Paterson Hall  
[Religion@cunet.carleton.ca](mailto:Religion@cunet.carleton.ca)

*Digital Humanities (Graduate)* 2A39 Paterson Hall  
[digitalhumanities@carleton.ca](mailto:digitalhumanities@carleton.ca)

*Digital Humanities (Undergraduate Minor)* 300 Paterson Hall  
[digitalhumanities@carleton.ca](mailto:digitalhumanities@carleton.ca)

*MEMS (Undergraduate Minor)* 300 Paterson Hall  
[CollegeOfHumanities@cunet.carleton.ca](mailto:CollegeOfHumanities@cunet.carleton.ca)