

HUMS 2000 — REASON AND REVELATION

SYLLABUS

FALL 2021-WINTER 2022

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THIS SYLLABUS IS IMPORTANT — PLEASE READ THE ENTIRE DOCUMENT

COURSE DESCRIPTION

The philosophical pursuit of knowledge and happiness in Socrates, Plato, Aristotle, and Plotinus, and its encounter with Christianity and Islam in Augustine, Boethius, Tufayl, Aquinas, and Dante.

LECTURE SCHEDULE AND READINGS

Please see the HUMS 2000 Lectures and Readings document.

COVID-19 STATEMENT

You must follow Carleton's policy on COVID-19, which currently (18 August 2021) includes mandatory attestation of your vaccination status and mandatory rapid-tests if you are unvaccinated.

"I am asking you personally to get vaccinated. I have two children under the age of 6 at home, who cannot get vaccinated, and I have two family members with very high-risk medical conditions. In exercising your freedom to choose whether to be vaccinated, please take into account the welfare of those around you." — Prof. MacIsaac

REQUIRED TEXTS

Please consider supporting the local bookstore, *All Books*, which regularly has many copies of the texts for HUMS 2000. 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.

You should use the following editions:

- Aristotle. *The Basic Works of Aristotle*. Ed. Richard McKeon. New York: Random House, 1941.
- Augustine. *Confessions*. Tr. H. Chadwick. Oxford: Oxford University Press, 1991.
- Boethius. *Consolation of Philosophy*. Tr. P.G. Walsh. Oxford: Oxford University Press, 1999.
- Dante. *The Divine Comedy*. 3 vols. Tr. Dorothy Sayers. Harmondsworth: Penguin, 1949-62.
- Ibn Tufayl, *Hayy Ibn Yaqzân*. Tr. Lenn Evan Goodman. Chicago: University of Chicago Press, 2003.

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- Plato. *Complete Works*. Ed. John M. Cooper. Indianapolis/Cambridge: Hackett, 1997.
- Plotinus. *Ennead V*. Ed. and tr. A.H. Armstrong. Loeb Classical Library. Cambridge, Mass./London: Harvard Univ. Press, 1984.
- Thomas Aquinas. *Selected Writings*. Ed. and tr. Ralph McInerny. Harmondsworth: Penguin, 1998.

Exceptions:

- There may still be Penguin editions of Augustine and Boethius for a discounted price at *All Books*. It is acceptable to buy those instead of the Oxford World Classics.
- If you have a single-volume copy of the *Republic* by Bloom, Cornford, or Grube/Reeve these are acceptable.

Do not use the following translations. They are so hard to read that using them will almost certainly reduce your grade in the course. They also happen to be the ones available online.

- The Jowett translation of either Plato or Aristotle
- The McKenna translation of Plotinus
- The Cary translation of Dante.

If you wish to order the books from Amazon (in paper or on Kindle), see the links in the *HUMS 2000 Texts and Text Sources* document.

ONLINE READING

- *The Humanities Writing Guide* will be posted on cuLearn.

LAPTOP POLICY

You are strongly advised to take notes by hand rather than to use a laptop. Studies show that taking notes by hand significantly increases comprehension and retention of material. If you do use a laptop, you may have only a word processing program open. Do not use social media, surf the web, or use messaging programs, as studies also show that these create a distraction for other students and for yourself, and result in significantly reduced performance, as measured by final grades.

RECORDING CLASSES

You may only record the class session if you first ask permission of the instructor.

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 for the course will be based on the following:

Assignment 1	10%
Assignment 2	15%
Assignment 3	15%

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Assignment 4	15%
Attendance in the discussion groups	10%
Participation in the discussion groups	5%
A take-home examination due on the last day of the December formal examination period	15%
A take-home examination due on the last day of the April formal examination period	15%
Total	100%

Grades for assignments 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.*

- **Attendance in discussion group is worth 10% of your final grade.**
- However, if you present us with a medical certificate or other documentation providing evidence of a physical or psychological condition that rendered you unable to do schoolwork on a day that you missed group, we will remove that day from consideration in your participation grade.
- **You must be present for at least 25% of the discussion groups and attend lecture regularly or you will fail the course automatically,** no matter how well you do on the assignments and examinations. 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 each semester, you will be asked to evaluate yourself for your overall participation in the course (which mainly means participation in discussion groups). *These two self-evaluations will be used to determine your overall mark for participation in the course.*

We reserve the right to assign you a mark for participation if the marks you have given yourself are very clearly unjustified (by being either too high or too low). For example, you cannot give

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yourself a 5 out of 5, if you have attended fewer than half of the discussion groups. Only self-evaluations diverging *starkly* from what we have observed will be adjusted.

ASSIGNMENT SUBMISSION

Assignments must be submitted electronically by being uploaded to Brightspace.

- You must submit your assignments by midnight on Friday of the week they are due.
- You must submit all your assignments electronically, **in MS Word format** (.doc or .docx).
- Your date and time of submission will be when the MS Word file is uploaded.
- If you upload your assignment in the wrong format (e.g. PDF, Pages, or RTF), or hand in a paper copy instead of submitting it electronically, **we will not consider your assignment to have been submitted**. Late penalties will accrue until the MS Word document is submitted.

LATE ASSIGNMENTS

Assignments uploaded after midnight on 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 the beginning of class 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, if a physical or psychological condition, or some other unforeseen circumstances outside of your control, rendered you unable to do schoolwork for a certain period of time, let us know, and we will reduce your late-penalty in a way that corresponds to the number of days of incapacity.

For 2021-22, fill out the "[Self-declaration for Academic Accommodation \(link\)](#)" in order to let us know that you had a reason for submitting your assignment late.

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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.

DEFERRALS OF COURSE WORK

In very exceptional circumstances you may obtain a **deferral of course work** from your instructors. 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.

You must request a deferral of course work from your instructors 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.

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 instructors, and are not granted by the Registrar’s Office.

DEFERRALS OF EXAMINATIONS

If you are unable to hand in the **December take-home Examination** because of illness or some other documented reason, you must let the instructors know as soon as possible. Because it is a take-home examination, we will treat it as a deferral of course work. See the previous section of this syllabus.

If you are unable to hand in the **April take-home Examination** for a legitimate reason, you must petition the Registrar’s office for a ‘deferral of final exam’, and hand the exam in by the deferred due date of 1 June 2022. Note, however, that the final date to withdraw from the course is the 12th of April 2022, so only petition for a deferral of final examination if you are reasonably sure you will be able to complete it in time.

COMPLETION OF TERM WORK

Term work in this course consists of four written assignments.

- The final day to hand in term work in this course is the **12th of April 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 **12th of April 2022.**

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- If you hand in an assignment after the **12th of April** with documentation of proven incapacity to do schoolwork, your effective submission date will be adjusted accordingly. If the revised date is the **12th** or before, the assignment will be accepted. E.g. An assignment handed in on the 13th of April with a note demonstrating four days of incapacity would have its submission date adjusted to the **9th** of April, and be accepted; a note indicating a single day's incapacity would be adjusted to the 12th, and not be accepted.
- Realise that a doctor's note does not change the withdrawal date. So handing in an assignment after this date, even with a note, 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, complete all the written assignments, and sit both examinations, all unless formally excused by the instructors because of illness or another legitimate reason.

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

- **Do not hand in one or more assignments; and/or**
- **Do not hand in one or both of the take-home examinations; and/or**
- **Do not attend at least 25% of the discussion groups**

GETTING HELP

We are always willing to give you whatever help we can. We are 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 us to help you, you must ask for our help.

- If your assignment is late, don't ignore it. You will end up failing the class. Come see one of us. Let us know that you are having problems. We will let you know what your options are, no matter how serious your circumstances may be.
- Visit us in our office hours, which we hold every week, whether you need to discuss a problem, a paper (before or after writing), or simply would like to chat about this course or another course. We can help you much more effectively one-on-one than we can in class, and that is what office hours are for.
- Discuss 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.

FALL TERM 2021

	Date	Discussion Topics and Assignment due-dates		
1	Thu, Sep 9	Introduction: From Homer to Sophocles to Socrates		M
2	Tue, Sep 14	What is virtue?	Plato, <i>Meno</i> 70a-80d	M
3	Thu, Sep 16	Knowledge as recollection	<i>Meno</i> 80d-86c	M
4	Tue, Sep 21	Can virtue be taught?; Knowledge and True Opinion	<i>Meno</i> 86c-100b	M
5	Thu, Sep 23	What is justice?	Plato, <i>Republic</i> I	M
6	Tue, Sep 28	Glaucon's social contract	<i>Republic</i> II. 357a-368c	M
7	Thu, Sep 30	Justice in the city and in the soul	<i>Republic</i> II. 368c-IV	M
8	Tue, Oct 5	The three waves	<i>Republic</i> V-VI. 502c	M
9	Thu, Oct 7	The Sun, the Line, and the Cave	<i>Republic</i> VI. 502c-VII	M
10	Tue, Oct 12	Decline of Justice in the city and in the soul	<i>Republic</i> VIII-IX. 576c	M
11	Thu, Oct 14	Final examination of Justice; The poets; Myth of Er	<i>Republic</i> IX. 576c-X	M
12	Tue, Oct 19	Substance and its accidents	Aristotle, <i>Categories</i> 1-5	S
13	Thu, Oct 21	Physics & its principles; first assignment due on Friday	Aristotle, <i>Physics</i> I. 1, 2, 5-9	S
25-29		<i>Reading Week: no classes, discussion groups, or office hours</i>		
14	Tue, Nov 2	Nature & the four causes	<i>Physics</i> II. 1-9	S
15	Thu, Nov 4	The prime motion & mover	Aristotle, <i>Physics</i> VIII. 1, 4, 6-10, <i>Metaphysics</i> XII.7	S
16	Tue, Nov 9	The science of Being <i>qua</i> Being	<i>Metaphysics</i> I. 1-2, II. 1-2, IV. 1-3, VI. 1-2, 4, VII. 1-4, 6, 10-11, 13, 15-17, XII. 1-9	S
17	Thu, Nov 11	Happiness; Carleton International, Study Abroad	Aristotle, <i>Nicomachean Ethics</i> I. 1-7	S
18	Tue, Nov 16	Moral virtue	<i>Nicomachean Ethics</i> I. 8-9, 12-13, II. 1-6	S
19	Thu, Nov 18	Moral virtue and choice	<i>Nicomachean Ethics</i> II. 7, 9, III. 1-5	S
20	Tue, Nov 23	Intellectual virtue	<i>Nicomachean Ethics</i> VI. 1-7, 12, 13	S
21	Thu, Nov 25	Contemplation	<i>Nicomachean Ethics</i> X. 6-9	S
22	Tue, Nov 30	Neoplatonism	Plotinus, <i>Ennead</i> V.2: <i>On the origin and order of the beings which come after the First</i>	M
23	Thu, Dec 2	Soul; second assignment due on Friday	<i>Ennead</i> V.1.1-3: <i>On the three primary Hypostases</i>	M
24	Tue, Dec 7	<i>Nous</i> and the One	<i>Ennead</i> V.1.4-12; V.8.4: <i>On the Intelligible Beauty</i>	M
25	Thu, Dec 9	<i>Nous</i> and the One (continued)	<i>Ennead</i> V.5: <i>That that Intelligibles are not outside the Intellect, and on the Good</i>	M
Thu, Dec 23		December Take-Home Examination due;		

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	Date	Discussion Topics and Assignment due-dates		
26	Tue, Jan 11	<i>Philosophia ancilla theologiae</i> , Augustine's use of Greek philosophy; Confession & original sin	Augustine, <i>Confessions</i> , Book I	S
27	Thu, Jan 13	The nature of sin	<i>Confessions</i> , Books II-IV	S
28	Tue, Jan 18	The nature of evil and the nature of God; Conversion	<i>Confessions</i> , Books V-IX	S
29	Thu, Jan 20	Memory and time	<i>Confessions</i> , Books X & XI	S
30	Tue, Jan 25	Commentary on Genesis	<i>Confessions</i> , Books XII & XIII	S
31	Thu, Jan 27	The diagnosis	Boethius, <i>Consolation of Philosophy</i> , Book I	M
32	Tue, Feb 1	Fortune and worldly goods	<i>Consolation</i> , Book II, III. 1-8	M
33	Thu, Feb 3	The Supreme Good	<i>Consolation</i> , Book III. 9-12	M
34	Tue, Feb 8	Evil and providence	<i>Consolation</i> , Book IV	M
35	Thu, Feb 10	Free will and God's eternity	<i>Consolation</i> , Book V	M
36	Tue, Feb 15	The man on the island	Ibn Tufayl, <i>Hayy Ibn Yaqzan</i>	S
37	Thu, Feb 17	Ascent and return; third assignment due on Friday	Ibn Tufayl, <i>Hayy Ibn Yaqzan</i>	S
21-25		<i>Reading Week: no classes, discussion groups, or office hours; begin reading Dante</i>		
38	Tue, Mar 1	Aquinas and the Revival of Learning in the 12th and 13th Centuries;		S
39	Thu, Mar 3	On the ultimate end	Aquinas, <i>Summa theologiae</i> , I ^a II ^{ae} , qq. 1-5, in <i>Selected Writings</i> , pp. 482-550	S
40	Tue, Mar 8	On Law	Aquinas, <i>Summa theologiae</i> , I ^a II ^{ae} , qq. 90 & 91, in <i>Selected Writings</i> , pp. 611-628	S
41	Thu, Mar 10	Abandon all hope	Dante, <i>Hell</i> , Cantos I-X	M
42	Tue, Mar 15	The city that sin built	<i>Hell</i> , Cantos XI-XXII	M
43	Thu, Mar 17	The frozen lake	<i>Hell</i> , Cantos XXIII-XXXIV	M
44	Tue, Mar 22	Peter's gate	<i>Purgatory</i> , Cantos I-IX	S
45	Thu, Mar 24	The ascent of the mountain; fourth assignment due on Friday	<i>Purgatory</i> , Cantos X-XXVI	S
46	Tue, Mar 29	The earthly paradise	<i>Purgatory</i> , Cantos XXVII-XXXIII	S
47	Thu, Mar 31	His will is our peace	<i>Paradise</i> , Cantos I-IX	M
48	Tue, Apr 5	Not in my eyes alone is Paradise	<i>Paradise</i> , Cantos X-XXVII	M
49	Thu, Apr 7	The love that moves the sun and the other stars	<i>Paradise</i> , Cantos XXVIII-XXXIII	M
50	Tue, Apr 12	Conclusion		S
Thu, Apr 28		<i>April Take-Home Examination due</i>		



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 (updated June 2021)

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, 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 Policy](#)

[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:

Religious Accommodation

Please contact your instructor 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, please review the [Student Guide to Academic Accommodation](#).

Pregnancy Accommodation

Please contact your instructor 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, please review the [Student Guide to Academic Accommodation](#).

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 the [Equity and Inclusive Communities website](#).

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. Please contact your instructor 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, see the [Senate Policy on Accommodation for Student Activities](#).

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC 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 your instructor as soon as possible to ensure accommodation arrangements are made. For more details, visit the [Paul Menton Centre website](#).

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.

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