

HUMS 1200A — HUMANITIES AND CLASSICAL CIVILISATION

SYLLABUS FALL 2026

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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 a method for understanding other people and how to formulate your own ideas in response to what they say. You will use this method in every other course you take in university and in your life more generally.

The context in which you will learn this skill is the most basic kind of university paper, the exegetical essay. You will learn how to read and understand difficult books and how to explain clearly your own ideas about what those books say.

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.

During each class period, we look at a series of passages. We will make outlines of their structure in order to discuss their content.

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 and sit a final examination. See the section on *Assignments* for details, and the *Weekly Schedule* for due dates.

USE OF A.I. IN THIS COURSE

You are not permitted to use A.I. for the completion of any assignment in this course.

Your task is to learn a method for thinking that is useful beyond simply writing essays. You will use it in every other course in university, and in your life beyond university.

You will not learn this skill if you use A.I. to complete any of your assignments. That would be like taking a French course because you have to move to France, but choosing not to learn any French.

You will complete the first three assignments at home rather than in class, so there will be a temptation to use A.I. However, the most important part of these assignments is the outline, and this must be hand-written. This obviously cannot prevent you from using A.I., but it is a disincentive. Your Essay Plan, likewise, will be written at home and must be hand-written.

Your final Essay must be based on your Essay Plan, and will be written **in person** in the formal examination period.

If you use A.I. on the earlier assignments, you will do very poorly on the final examination, because you will not have learned anything in the class. The final examination is worth 40% of your grade, so poor performance on it will endanger your chances of passing the course.

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.

BOOKS AND SOFTWARE

REQUIRED TEXTS

Please consider supporting the local bookstore, *Singing Pebble Books*, 206 Main Street (613-230-9165). Give them a call before going over there to make sure they have the books in stock or check the stock on their website (<https://www.singingpebblebooks.ca/features-/course-books>). Otherwise, all of these are available on Amazon, and the Fagles are available on Bookfinder.

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 or by Emily Wilson (for Homer). Both are good. Fagles is more poetic, but Wilson's sentences are shorter and easier to read. However, if you are in another class where your professor requires a different translation, you can read that one instead. For your assignments, however, you must refer to the pagination of the Fagles or Wilson translation.

- Homer. *The Iliad*. Trans. Robert Fagles, ed. and intro. Bernard Knox. Harmondsworth: Penguin, 1990. (\$28)
- Homer. *The Odyssey*. Trans. Robert Fagles, ed. and intro. Bernard Knox. Harmondsworth: Penguin, 1996. (\$27.99)

OR

- Homer. *The Iliad*. Trans. Emily Wilson. New York: Norton, 2023. (\$25.99)
- Homer. *The Odyssey*. Trans. Emily Wilson. New York: Norton, 2018. (\$16.99)

ALSO

- Virgil. *The Aeneid*. Trans. Robert Fagles, ed. and intro. Bernard Knox. Harmondsworth: Penguin, 2006.

If you wish to buy Fagles in paper, there is a boxed-set available from Amazon (\$77) or possibly from *Singing Pebble Books*.

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.

RECOMMENDED TEXTS

The Norton Book of Classical Literature

- *The Norton Book of Classical Literature*. Ed. Bernard Knox. New York and London: W.W. Norton, 1993. (\$53)

The excerpts that you need will be given to you, so you don't have to buy this book. But it is a very good book and contains much more good material in it than we have time to cover in this class. So feel free to pick it up.

Grammar and Style

- Ruvinsky, Maxine. *Practical Grammar: A Canadian Writer's Resource*. 2nd edition. Don Mills: Oxford University Press Canada, 2009. (\$67.36)
- Strunk, W. Jr. and White, E.B. *The Elements of Style*. 4th edition. Boston: Allyn and Bacon, 2000. (\$12.95)

Any edition or printing of Strunk & White will do.

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 strongly suggest you buy them because they are essential resources for your entire university career.

ONLINE READING

- *Writing With A Plan: A Guide to the Basic University Essay*

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

RECOMMENDED SOFTWARE

- **Omnioutliner Essentials 6** (<https://legacy.store.omnigroup.com/edu/720101b06927aa72ffffff>) — \$21. 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** (<https://www.literatureandlatte.com/scrivener.php>) — \$67 for 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	5%
Assignment 1: One short passage	5%
Assignment 2: Two short passages	10%
Assignment 3: One longer passage	20%
Assignment 4: Essay plan	20%
Final Exam: Exegetical essay	40%
Total	100%

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.

COMPLETION OF TERM WORK

- Term work in this course consists of the first three written assignments. The final term assignment is due on the **21st of October**.
- The final date to withdraw from the course is the **15th of November**. If you have been having serious difficulties and have not handed in most of your term work at this point, you may drop the course on the 15th or before with no academic penalty. **But if you remain in the course, you must hand in all of your assignments, even the late ones, to pass.**
- The final day to hand in term work in this course is the **11th of December**. **If you have not submitted all of your assignments by this date and you are still enrolled in the course, you will fail automatically**, with a grade of 'F', unless granted a deferral by your instructor (see below).
- 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 term assignments, complete the Essay Plan, and write the Final Exam, unless formally excused by the Instructor 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 of your term assignments**
- **Do not hand in your Essay Plan**
- **Do not sit the Final Exam**
- **Attend fewer than 30% of the lectures (fewer than 8 lectures)**

'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 the Academic Consideration for Coursework Application, 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.

DEFERRAL OF TERM WORK

In very exceptional circumstances you may obtain a **deferral of term 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.

This is a deferral of **all** of your term work until a later date. It is not the procedure to follow if you have a single late assignment (see above, under ‘Extensions’).

In order to request a deferral of course work, fill out the Academic Consideration for Coursework Application documenting incapacity to do schoolwork. 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 term work from your instructor **no later than three days after the deadline for the first assignment you were unable to complete**, and an accommodation must be agreed upon, if granted, before the last day of classes (**11th of December**).

If you are granted a deferral of term work, but subsequently do not hand in your deferred 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 term work are granted at the discretion of your instructor, and are not granted by the Registrar’s Office.

DEFERRAL OF FINAL EXAM

If you cannot sit the final exam because of illness or some other reason beyond your control, you must petition the Registrar’s Office for a Deferral of Final Exam, no more than three business days after the date of the exam. You will then write the exam in the deferred examination period in January.

The instructor cannot grant a deferral of the final exam. Only the Registrar’s Office can do this.

Note that if you have not completed the Essay Plan, you can not sit the Final Exam, and must petition the Registrar’s Office for a Deferral of Final Exam. If you do not submit the Essay Plan before the Deferred Final Exam, you may not sit that exam either and will fail the course with an F.

SUMMARY

Late Assignment: Submit assignment with the Academic Consideration for Coursework Application and the late penalty will be reduced for days of proven incapacity.

Deferral of Coursework: For situations of serious incapacity, which will make your remaining coursework late. Submit the Academic Consideration for Coursework Application.

Deferral of Final Exam: Apply to the Registrar’s office for a Deferral of Final Exam.

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. My email is at the top of this syllabus.

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 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 three written assignments for term work in this course. This is followed by a final essay exam, written in two parts.

In the term work you will write an outline of various passages and produce a prose explanation on the basis of your outline.

In the final essay exam you will write an essay whose argument answers a question about one of the three epics. You will first write an essay plan, to be handed in during the semester. You will then write the prose essay in a formally scheduled 3-hour examination. The prose essay must be based on your plan and my feedback on your plan.

TERM WORK

Assignment 1

The first assignment consists of an outline of a single passage and finished prose explanation of that passage.

YOU WILL MAKE THE OUTLINE DURING A SCHEDULED MEETING WITH ME, IN MY OFFICE. You will then complete the prose on your own and hand it in as normal.

The outline, since you are doing it with me, will not receive a grade. Only the final prose will receive a grade, and it **MUST** be based on the outline.

Assignments 2—3

The second and third assignments consist of an outline and a finished prose explanation.

For these two assignments, the majority of your evaluation (80%) will be of your outline, and the remainder (20%) will be of your prose.

FINAL ESSAY EXAM

The final essay exam is in two parts:

- (1) Essay Plan
- (2) Exegetical Essay written as an Exam.

The first part, the Essay Plan, is due during the semester. This must be hand-written, scanned, and uploaded to Brightspace. You will receive feedback on this Plan, and you are expected to improve it before sitting the final Essay Exam. **You must bring your improved plan to the examination, and hand it in with your examination.** This improved plan must be handwritten.

The second part, the final Essay Exam, will be written as a 3-hour examination in the formal examination period. It **MUST** be based on the Essay Plan that you bring with you to

the examination, which should clearly be based on your original plan and improved by means of any feedback you have received from me.

The Essay Plan is a prerequisite for the Exegetical Essay/Final Exam. If you have not submitted the Essay Plan by the final day of classes (**11th December**), **you will not be allowed to sit the Final Exam**, and you will fail the course, unless granted a formal Deferral of Final Exam by the Registrar's Office (see above).

Similarly, if you have handed in your Essay Plan and received feedback, but do not bring your improved Essay Plan to the examination, **you will not be allowed to sit the Final Exam**, and you will fail the course, unless granted a formal Deferral of Final Exam by the Registrar's Office (see above).

ASSIGNMENT EVALUATION AND FEEDBACK

The most important part of your term assignments are the outlines. These will be evaluated for how well you have understood the argument of the passage(s) in question and how well you have been able to explain the passage as a structured argument.

Your prose will be evaluated for grammar, spelling, and style, and how accurately it expresses your outlines.

Your Essay Plan is also more important than your final essay, because it expresses the argument of your final Essay. But because you will submit it and receive feedback, so that you can improve it, its initial submission is worth a smaller percentage than the final Essay itself. Because you will submit a revised Essay Plan with your Final Examination, I will give you an overall grade on Plan and Essay, with the Plan comprising a significant portion of the grade.

ASSIGNMENT SUBMISSION

- You must submit your assignments by 11:59 P.M. on the Friday of the week that they are due.
- **Outlines and Essay Plan must be handwritten**, scanned, and uploaded to Brightspace.
- Prose must be **in MS Word format** (.doc or .docx) or **Apple Pages format**.
- Your date and time of submission will be when the Scan and MS Word/Pages files are uploaded.

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 on Automatic Failure.

WEEKLY SCHEDULE

	Date	Discussion Topics and Assignment due-dates	
		Outlining Arguments	
1	Wed, Sep 9	Guide Introduction: Write Better By Reading Better	
		Working on a Single Passage	
2	Mon, Sep 14	Guide Chapter 1: Focus on Arguments	
3	Wed, Sep 16	Short Passage Practice	
4	Mon, Sep 21	Guide Chapter 2: Understand Your Question	
5	Wed, Sep 23	Guide Chapter 3: Understand Your Book	Assignment due Friday
		Working on Two Passages at Once	
6	Mon, Sep 28	Multiple Passage Practice	
7	Wed, Sep 30	Homer, <i>Iliad</i> , Book I	
8	Mon, Oct 5	Homer, <i>Iliad</i> , Books II-XVII	
9	Wed, Oct 7	Homer, <i>Iliad</i> , Books XVIII-XXII	Assignment due Friday
		Working on Long Passages	
10	Wed, Oct 14	Homer, <i>Iliad</i> , Books XXIII-XXIV	
11	Mon, Oct 19	Homer, <i>Odyssey</i> , Books I-IV	
12	Wed, Oct 21	Chapter 4: Plan Your Essay	Assignment due Friday
		Fall Term Break—No classes	
13	Mon, Nov 2	Homer, <i>Odyssey</i> , Books V-XII	
14	Wed, Nov 4	Homer, <i>Odyssey</i> , Books XIII-XX	
		The Essay Plan	
15	Mon, Nov 9	Essay plan workshop: Come with your draft essay plan	
16	Wed, Nov 11	Homer, <i>Odyssey</i> , Books XXI-XXIV	
	Sun, Nov 15	Last Day to Drop Fall Term Classes	
17	Mon, Nov 16	The Rise of Athens	
18	Wed, Nov 18	The Greek Crisis	
		The Exegetical Essay	
19	Mon, Nov 23	The Philosophical Ideal	
20	Wed, Nov 25	Virgil, <i>Aeneid</i>	Essay Plan due Friday
21	Mon, Nov 30	Virgil, <i>Aeneid</i>	
22	Wed, Dec 2	Virgil, <i>Aeneid</i>	
23	Mon, Dec 7	Rome 1: Epicureanism and Stoicism	
24	Wed, Dec 9	Rome 2: Imperial Rome	
25	Fri, Dec 11	HUMS 2000 and HUMS 3000 Essays	
	Dec 12-23	3-Hour Examination in the Formal Examination Period	

University Regulations for All College of the Humanities Courses (Updated Aug 12,2026)

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.

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.

Online Learning Resources

[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.

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, including the unauthorized use of generative AI tools (e.g., ChatGPT)
- 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
- failing to acknowledge sources with 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 follows a rigorous [process for academic integrity allegations](#), including reviewing documents and interviewing the student, when an instructor suspects a violation has been committed. Penalties for violations may include a final grade of “F” for the course.

Co-operation or Collaboration

An important and valuable component of the learning process is the progress a student can make as a result of interacting with other students. In struggling together to master similar concepts and problems

and in being exposed to each other's views and approaches, a group of students can enhance and speed up the learning process. Carleton University encourages students to benefit from these activities which will not generally be viewed as a violation of the Policy. With the exception of tests and examinations, instructors will not normally limit these interactions.

Students shall not co-operate or collaborate on academic work when the instructor has indicated that the work is to be completed on an individual basis. Failure to follow the instructor's directions in this regard is a violation of the standards of academic integrity. Unless otherwise indicated, students shall not co-operate or collaborate in the completion of a test or examination.

Group Work: There are many cases where students are expected or required to work in groups to complete a course requirement. Normally, students are not responsible for violations of this policy committed by other members of a group in which they participate.

More information on the process [here](#).

Academic Accommodations

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.

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the *Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances*, are outlined on the [Academic Accommodations website](#).

Requests for Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes can be [found here](#).

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](#) at equity@carleton.ca.

Grading System at Carleton University

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

The system of grades used, with corresponding grade points and the percentage conversion can be found [here](#).

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 extenuating circumstances beyond their control, which forces them to delay submission of the work. Requests for academic consideration are made in accordance with the [Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances](#).

Students who claim short-term extenuating circumstances (normally lasting up to five days) as a reason for missed term work are held responsible for immediately informing the instructor concerned and for making alternate arrangements with the instructor. If the instructor requires supporting documentation, the instructor may only request submission of the University's self-declaration form, which is available on the [Registrar's Office website](#). The alternate arrangement must be made before the last day of classes in the term as published in the academic schedule.

1. 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 extenuating circumstances lasting for a significant period of time/ long-term (normally more than five days), 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 consideration or did not provide reasonable accommodation, the student should follow the appeals process described in the [Academic Consideration Policy](#).
4. If academic consideration 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: [Undergraduate](#) | [Graduate](#)).

Deferred Final Exams

Students who are unable to write a final examination because of extenuating circumstances, as defined in the [Academic Consideration Policy](#), 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 (3) working days after the original final examination or the due date of the take-home examination; and,
2. be fully supported by appropriate documentation. In cases of short-term extenuating circumstances normally lasting no more than five (5) days, students must include the University's self-declaration form, which can be found on [the Registrar's Office website](#). Additional documentation is required in cases of extenuating circumstances lasting longer than five (5) days and must be supported by a medical note specifying the date of 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](#).

Academic Consideration Policy

As per the [Academic Consideration Policy](#), if students encounter extenuating circumstances that temporarily hinder their capacity to fulfil in-class academic requirements, they can request academic consideration. The Academic Consideration for Coursework is only available for accommodations regarding course work. Requests for accommodations during the formal exam period must follow the [official deferral process](#).

NOTE: As per the Policy, students are to speak with/contact their instructor before submitting a request for Academic Consideration. Requests are not automatically approved. Approving and determining the accommodation remains at the discretion of the instructor. Students should consult the course syllabus about the instructor's policy or procedures for requesting academic consideration. [More information here](#).

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.

Mental Health and Wellness at Carleton

As a student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. For more information, please consult <https://wellness.carleton.ca/>

Emergency Resources ([on and off campus](#))

- Suicide Crisis Helpline: call or text 9-8-8, 24 hours a day, 7 days a week.
- For immediate danger or urgent medical support: call 9-1-1

Carleton Resources

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

Off Campus Resources

- Distress Centre of Ottawa and Region: call 613-238-3311, text 343-306-5550, or connect online at <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: call 613-722-6914 or toll-free 1-866-996-0991, or connect online at <http://www.crisisline.ca/>
- Empower Me Counselling Service: call 1-844-741-6389
- Good2Talk: call 1-866-925-5454 or connect online at <https://good2talk.ca/>
- The Walk-In Counselling Clinic: for online or on-site service <https://walkincounselling.com>

The Centre for Indigenous Support and Community Engagement

The Centre for Indigenous Initiatives is proud to offer culturally centered individual counselling to students who self-identify as First Nation, Metis or Inuk. Through this service, Indigenous students [can access confidential, individual sessions for support with personal, mental health or academic challenges.](#)

Department Contact Information

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