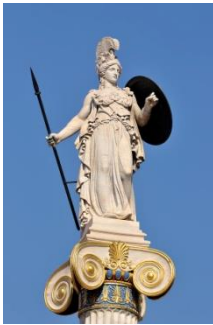


The College of the Humanities
Greek and Roman Studies Program
CLCV 1002A
Fall Term
Online – Asynchronous with in-person exams



SURVEY OF GREEK CIVILIZATION

Professor: Dr. L. Gagné
Office : 310A Paterson Hall
Office Hours : Tuesdays : 1 :00-2 :30pm or via Zoom by appointment
E-mail: laura.gagne@carleton.ca

Teaching Assistants: TBD

COURSE DESCRIPTION

Introduction to the study of Greek antiquity and the discipline of Classics and its methodologies. Greek culture and society are set in their historical contexts and studied through readings from representative ancient authors (in English translation) and through the art and architecture of the period.

Precludes additional credit for CLCV 1000, and CLCV 1109.

LEARNING OUTCOMES

By the end of this course students will be able to:

- recognize and describe the major monuments and works of art in Ancient Greece.
- summarize significant political, social, and cultural events in the history of Greece from its beginnings to the death of Alexander the Great.
- Propose reasons why the major civilizations of Greece and the eastern Mediterranean collapsed at the end of the Bronze Age.
- Discuss the development of the Greek city-states in the Archaic Period.
- Compare and contrast the various forms of government in ancient Greece including monarchy, diarchy, oligarchy, tyranny, and democracy.
- Trace the development of Athenian democracy during the 6th and 5th centuries BCE.
- Discuss the major developments of Greek art and architecture from the Bronze Age to the Hellenistic Period.
- Summarize the strategies and tactics used in the Persian Wars and the Peloponnesian wars.
- Summarize the strategies and tactics used by Philip II and Alexander the Great.

TEXTBOOK

- Sansone, David. 2017. *Ancient Greek Civilization, Third Edition*. Chichester: Wiley-Blackwell. ISBN 978-1-119-09815-7 (paperback); 978-1-119-09812-6 (e-book).

The textbook is available through Haven Books (<https://www.shophaven.ca/>). They will deliver books ordered online to the University Campus during the month of September. Their address is: 43 Seneca St, Ottawa. The book is also available online through the MacOdrum Library.

This book is also available online through the MacOdrum Library.

Supplemental readings from ancient authors in translation will be available through Brightspace. There will also be chapters from other textbooks that cover the material better than Sansone does. **These readings are mandatory** and familiarity with their content will be expected on the tests. The list below is the source of the chapters posted on Brightspace. You do not need to purchase any of these books.

Buxton, Richard. 2004. *The Complete World of Greek Mythology*. London: Thames and Hudson.

Camp, John, and Elizabeth Fisher. 2002. *The World of the Ancient Greeks*. London: Thames and Hudson.

Doumas, C.G. 2015. The Bronze Age on Thera. *Akrotiri, Thera. 17th Century BC. A Cosmopolitan Harbour Town 3,500 Years Ago*. Athens: Kathimerini S.A.

Herodotus. The Histories. *The Landmark Herodotus. The Histories*. 2009. Robert B. Strassler (ed). New York: Anchor Books.

Hesiod *Theogony*. From *Gods, Heroes, and Monsters. A sourcebook of Greek, Roman, and Near Eastern myths in translation*. Carolina López-Ruiz (ed). Oxford: Oxford University Press. pp 31-48.

Homer *Iliad*. <http://classics.mit.edu/Homer/iliad.html>. You can access the text online here, or you can use any translation you prefer.

Humble, Noreen. 2017. Sparta. Separating Reality from Mirage. In *Themes in Greek Society and Culture. An Introduction to Ancient Greece*. Allison Glazebrook and Christina Vester (eds). Oxford: Oxford University Press. pp. 106-126

Morris, Ian, and Barry B. Powell. 2010. *The Greeks. History, Culture, and Society*. Boston: Prentice Hall.

Thucydides The Peloponnesian War. *The Landmark Thucydides. A comprehensive guide to the Peloponnesian War*. 1996. Robert B. Strassler (ed). New York: Free Press.

EVALUATION

Lessons:	10%
Workshops (CSAS):	10%
Quizzes:	10%
Discussions:	10%
Midterm (in-person):	30 %
Final exam (in person):	30 %

COURSE FORMAT

This course is being delivered online asynchronously. This means that you are free to work through the lessons at time that suits your own schedule. However, we do have to cover the material in a timely fashion. You will see that there are dates and deadlines for the completion of quizzes. Make sure you do not miss these deadlines. You will not be able to see any of the lessons or take any of the quizzes until you first complete the Academic Integrity and Course Outline quiz.

TECHNOLOGICAL REQUIREMENTS

You will require a device that can access the internet and a stable internet connection to complete the requirements of this course. Carleton's system is optimized for use with a Windows-based platform using Google Chrome as a web browser. If you are having technological difficulties, consult the IT support team. You will find their contact information in the folder called "Student Support".

COURSE STRUCTURE

The course is divided into 12 weeks. This course is normally taught through five modules but that did not make sense for the online version, so I have re-divided the material. I have also broken the lectures into mini lectures of up to 25 minutes in length, although most are much shorter than that. These videos have machine-generated closed captioning which can be turned on or off by pressing on the square that says "cc" at the bottom of the screen. Each week will consist of what would have been two lectures, but the number of mini lectures will vary from week to week, depending on how I have divided the longer lectures. It should still work out to roughly 3 hours of videos per week.

CSAS INCENTIVE PROGRAM (WORKSHOPS)

This course has been registered in the Incentive Program offered through the Centre for Student Academic Support (CSAS). The Incentive Program is now fully online. CSAS Learning and Writing Support Workshops are designed to help students cultivate and refine their academic skills for a university environment. To earn 10% marks towards workshop participation, students are expected to complete 2 workshops throughout the term. The workshops must be completed by December 7th to receive credit for the Incentive Program.

For students' attendance to be captured, they must complete all workshop components and achieve 100% on the final assessment. Once students achieve 100% on the final assessment, they will receive a Record of Completion award from Brightspace. Students will need to download the Record of Completion PDF for each applicable workshop and submit them to the assignment submission box within their instructor's course. For more information about workshop attendance and submitting the Records of Completion, please visit the Incentive Program Policies on the CSAS website.

To view the complete list of the workshops and their descriptions, please visit the Learning and Writing Support Workshops page on the CSAS website. Please note that CSAS webinars and in-person workshops are not eligible for the Incentive Program. To access the online workshops, please self-enrol on the CSAS Online Resources page. For further information on the Incentive Program, please visit the Incentive Program FAQs

page. For additional questions, please contact the Centre for Student Academic Support at csas@carleton.ca.

You can also find all the necessary links, including the assignment drop boxes, in the folder on Brightspace called “CSAS Workshops”.

LESSONS

As stated above, the course is divided into 21 Lessons, but these are further divided into short videos about various topics within the lesson. Each of these short videos has a multiple-choice question embedded in it. You watch the video, and when the question pops up (you will see a button with the title of the question pop up on the screen), click the button, answer the question, and click on the blue button that says “check”. This will tell you if you got the question right or not. You can try again if you got it wrong. At the end of the video, you should see a summary page that tells you how many questions you answered. You need to click the green “submit answers” button to send your score to the gradebook. If you do not see the summary screen when the video ends, you can click on the green star at the end of the progress bar at the bottom of the screen.

QUIZZES

There will be 4 online quizzes through Brightspace during the semester. These will be short quizzes with a mixture of multiple choice, True/False, and matching questions chosen at random from a question bank. It is my hope that these quizzes will keep you engaged in the material as we go along, which will make the exams easier for you. I will drop your lowest mark.

It is highly recommended that you study for the quizzes because you will not have time to look the answers up. It is your responsibility to be aware of when the quizzes are open. I cannot reopen a closed quiz because the answers will be available when the quiz closes. Because I am dropping your lowest mark, a missed quiz will be your throw-away quiz.

If you have technical difficulties, you must notify me immediately, so I can reset the quiz for you. Be aware that I can see your attempt and will know what has happened. If there is a major technical problem involving the university, you will be compensated with extra time.

DISCUSSIONS

There will be two online discussions during the course (see schedule below for due dates). Discussions will be available for one week from Friday to Friday. For full participation marks, you must post your thread before Wednesday at midnight (see rubric for details).

The discussions are reflections on some aspect of the course material and must show knowledge of the material from the lectures and the textbook. **The use of AI programs to generate discussion posts is strictly forbidden.** There is a rubric attached to the discussions which will be used to grade them. You can consult the rubric to see what is expected from you. You are required to post a thread to the forum in answer to a prompt before you will see the responses of other students. You must then reply to the threads made by two of your classmates. This is an opportunity for you to engage in an academic discussion. You are not evaluating the posts made by others but having an intellectual conversation with them. Ask them questions and/or give them something new to think about. Pretend you are at a conference talking to your peers about the subject given in the prompt. This is meant to foster a spirit of community in the class. Students are expected to follow the protocols of Carleton's online netiquette: <https://carleton.ca/online/online-learning-resources/netiquette/>.

Unless explicitly permitted by the instructor in a particular course, any use of generative AI tools to produce assessed content (e.g., text, code, equations, image, summary, video, etc.) is a violation of academic integrity standards.

M I D T E R M

There will be an **in-person midterm which will take place outside of regular class time (Friday night, Saturday, or Sunday)**. A specific date, time, and place will be communicated within a few weeks of the test since this will be arranged by the registrar's office. It will be at the end of week 5 so that it will not interfere with your study break.

Deferral of the midterm will only be granted on the grounds of serious illness or the death of a family member. Students must contact the instructor no later than 3 days after the date of the midterm and must provide supporting documentation (e.g., valid doctor's note, death certificate) to write a deferred test.

Students studying remotely, or varsity athletes with in-person tests or exams have the flexibility of applying to write off-campus if they will be at least 160 km away from Carleton on exam day with the approval from the course instructor. The deadline for students to apply to write at a distance during the winter term is **TBD**.

F I N A L E X A M

There will be an in-person proctored final exam to be scheduled during the regular exam period (December 10-27). **Students should not make travel plans until they know the date of their exams.** These dates are usually posted around the time of the fall break. Students who require a deferral of the exam due to serious illness or death in their family must make arrangements through the registrar's office. Supporting documentation will be required as for the midterm.

STUDENT SUPPORT

I will use Brightspace for the administration of this course. You will find supplemental material, as well as the lessons and quizzes posted there. You will need to have a Carleton University email account and will need to make sure you can access Brightspace. There is an “Ask the Professor” forum on the course webpage in every module where you can ask me general questions about the course, assessments, or other things that other students might benefit from knowing the answer to. You should check this forum frequently to see what other people are asking and whether the answer to your question is already there. You can also send me an email anytime and I will do my best to answer within 2 business days. **Please make sure you put the course code CLCV 1002 in the subject line of your email so that I will not think it is spam and delete it.** I teach more than one class, so just saying “quiz 2” or “midterm question” or something is not going to mean much to me. If you want a precise answer, I need to know which class you are in.

Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s). This includes posting course materials on course sharing platforms such as Course Hero. Violations of this policy may result in lecture slides no longer being shared with students.

SCHEDULE

This schedule is a draft document. Changes may be made to it before the class begins. The version that is posted on the course webpage on Brightspace is to be taken as the most current version. The required readings from the textbook are given in the third column for each lesson. The other sources in **green** are recommended and are available in the “Recommended readings” folder on Brightspace. The ones in black are required and are in the “Required readings” folder on Brightspace.

Date	Topic	Textbook (Required)	Other Sources (available on CuLearn)
Week 1 Due Sep 15	Course Introduction Lesson 1. The Stone Age	Foreword pp. xv-xxix	Camp and Fisher Chapter 2, pp. 25-35 Morris and Powell Chapter 4, pp.41-46
	Lesson 2. The Early Bronze Age	Chapter 1, pp. 1-8	Morris and Powell Chapter 4, pp. 46-50

Week 2 Due Sep 22	Lesson 3. The Minoans	Chapter 1, pp. 8-14	Morris and Powell Chapter 4, pp. 50-58
Week 3 Due Sep 29 Quiz 1	Lesson 4. Thera Lesson 5. The Mycenaeans part 1	Chapter 1, pp. 14-24	Neer, pp. 37-40 Doumas pp. 7-26 Morris and Powell Chapter 4, pp. 59-67
Week 4 Due Oct 6	Lesson 6. The Mycenaeans part 2 Lesson 7. The Trojan War and the end of the Bronze Age	Chapter 1, pp. 24-27	Homer's Iliad, book 1 and books 22-24 (XXII-XXIV) Morris and Powell Chapter 4, pp. 67-70
Week 5 Due Oct 13 Discussion 1	Lesson 8. The Dark Ages	Chapter 2 pp. 29-39, Chapter 3 pp. 49-65	
	Lesson 9. Greek art in the Orientalizing and Archaic Periods	Chapter 4 pp. 67-84 Chapter 5 pp. 87-103	
Oct 13-15	Midterm Test Stone Age to end of Archaic Period	In-person, on campus or through CoMas. Scheduled by university. Date to be announced.	
Week 6 Due Oct 20	Lesson 10. The Rise of the Greek City States (The Polis) Athens	Chapter 2 pp. 39-46 Chapter 7, pp. 125-128, 131-145	
	Lesson 11. Sparta	Chapter 7, pp. 129-131	Humble, pp. 106-126 Plutarch Life of Lycurgus
Oct 23-27	Study Break – no classes		
Week 7 Due Nov 3 Quiz 2	Lesson 12. The Persians		Morris and Powell Chapter 11, pp. 225-252
	Lesson 13. The Ionian Revolt and the Battle of Marathon	Chapter 6, pp. 112-118	Herodotus: Books 5.97-5.107; 6.6.94-6.120
Week 8 Due Nov 10	Lesson 14. The battles of Thermopylae, Salamis, and Plataea	Chapter 6, pp. 118-122	Plutarch Life of Themistocles ; Herodotus: Books 7.175-238 (Thermopylae); 8.40-109 (Salamis); 9.15-70 (Plataea);
	Lesson 15. Ancient Greek Gods and Heroes		Buxton Chapter 3 pp. 68-101 Hesiod's Theogony (excerpts)

<p>Week 9 Due Nov 17</p> <p>Quiz 3</p>	<p>Lesson 16. Classical Athens: Life in the Agora, Athenian Democracy</p>	<p>Chapter 6, pp. 111-112</p>	<p>Plutarch Life of Pericles</p>
	<p>Lesson 17. Intellectual Accomplishments: Philosophy, History, and Theatre</p>	<p>Chapter 6, pp. 108-110 Chapter 8, pp. 147-165 Chapter 10, pp. 190-209 Chapter 11, pp. 211-222</p>	
<p>Week 10 Due Nov 24</p> <p>Discussion 2</p>	<p>Lesson 18. Greek art and architecture</p>		<p>Camp and Fisher Chapter 8, pp. 165-187</p>
	<p>Lesson 19. Classical Athens: The Acropolis</p>	<p>Chapter 9, pp. 178-188</p>	
<p>Week 11 Due Dec 1</p>	<p>Lesson 20. The Peloponnesian War</p>	<p>Chapter 9, pp.167-178</p>	<p>Thucydides 2.10-2.14 (Archidamus' and Pericles' speeches) 2.34-2.46 (Pericles' Funeral Oration)</p> <p>Plutarch's Life of Alcibiades</p>
<p>Week 12 Due Dec 8</p> <p>Quiz 4</p>	<p>Lesson 21. Philip II and the Rise of Macedon</p>	<p>Chapter 11, pp. 222-225</p>	
	<p>Lesson 22. Alexander the Great</p>	<p>Chapter 11, pp. 225-229</p>	<p>Plutarch's Life of Alexander</p>
<p>Dec 10 - 22 Final Exam Period</p>	<p>Do not make travel plans before you know the date of your exams.</p>		

PLAGIARISM

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.

Unauthorized student recording of classroom or other academic activities (including advising sessions or office hours) is prohibited. Unauthorized recording is unethical and may also be a violation of University policy. Students requesting the use of assistive technology as an accommodation should contact the Paul Menton Centre. Unauthorized use of classroom recordings – including distributing or posting them – is also prohibited. Under the University's Copyright Policy, faculty own the copyright to instructional materials – including those resources created specifically for the purposes of instruction, such as lectures slides, lecture notes, and presentations. Students cannot copy, reproduce, display, or distribute these materials or otherwise circulate these materials without the instructor's written permission. Students who engage in unauthorized recording, unauthorized use of a recording, or unauthorized distribution of instructional materials will be referred to the appropriate University office for follow-up.

University Regulations for All College of the Humanities Courses

Tuesday, July 4, 2023

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

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.

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.

The full Academic Integrity Policy can be found [here](#). More information on the process [here](#).

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 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/SCCASP-Accommodation-for-Student-Activities-Clean-copy-final-Sept-2022-2.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 short-term incapacitation (illness, injury, emergency, or other circumstances beyond their control) which forces them to delay submission of the work.

1. Students who claim incapacitation 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. 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](#).

Deferred Final Exams

Students who are unable to write a final examination because of incapacitation (illness, injury, emergency, or extraordinary circumstances beyond a student's 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 (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 incapacitation normally lasting no more than 10 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 incapacitation lasting longer than 10 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](#).

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

Discover the tools and resources Carleton offers to help understand, manage and improve your mental health and wellness while at university.

[Counselling](#)

[Residence Counselling](#)

[Supporting Your Mental Health](#)

Get Help Now

<https://wellness.carleton.ca/get-help-now/>

If in crisis call:

Counselling Services: 613-520-6674 (press 2)

Monday-Friday, 8:30 a.m. – 4:30 p.m.

After Hours

If you need assistance with an urgent situation outside of our regular operating hours, contact:

- [Distress Centre of Ottawa and Region](#): Available 24/7-365 days/year and is bilingual (English/French).
 - **Distress**: 613-238-3311
 - **Crisis**: 613-722-6914
 - **Text**: 343-306-5550 (available 10:00 am – 11:00 pm, 7 days/week, 365 days/year)
 - Web Chat: blue chat icon at the bottom right corner of the website.
 - Text Service is available in English only to residents of Ottawa & the Ottawa Region.)
- [Good2Talk](#): Available 24/7-365 days/year and is available in English, French and Mandarin
 - Call: **1-866-925-5454**
 - Text GOOD2TALKON to 686868
 - [Facebook Messenger](#)
- [Empower Me](#): A 24/7 resource service for undergraduate students. 1-833-628-5589 (toll-free)
- International SOS's Emotional Support: Offers 24/7 access to mental health professionals in more than 60 languages through their dedicated line +1 215-942-8478. Students can call this number collect (the person being telephoned receives the charges) to access services.

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.

[More information and to book an appointment.](#)

Department Contact Information

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