

Carleton University 2022-2023

The College of the Humanities / Greek and Roman Studies Program

CLCV 1003 A

Survey of Roman Civilization

Late Summer 2023

(July 04, 2023 - August 16, 2023)

Instructor: Dr. Paul Monaghan

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Delivery Mode: Online and Asynchronous

Administrator: Andrea McIntyre, andrea.mcintyre@carleton.ca

Paterson Hall 300, (613) 520-2809

Precludes: additional credit for CLCV 1000 and CLCV 1109.

Course Description

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

Course Objectives

The objective of this course is to introduce students to the history, culture, and civilization of ancient Rome. In particular this course aims at familiarizing the student with the materials and tools of historical reconstruction. It also seeks to draw the students' attention to the contributions made by Roman civilization and culture to developments in later periods of Western history.

Learning Outcomes

At the conclusion of this course, students will be able to:

1. Demonstrate in written assessments tasks a familiarity with and basic understanding of central elements of the civilization of ancient Rome from the Republic to the fall of the Empire
2. Articulate in writing the results of their reflective engagement and imaginative empathy with typical aspects of daily life in ancient Rome
3. Grasp the historical and cultural importance of the civilization of ancient Rome but also the way in which ancient Roman culture drew on other civilizations in the region
4. Evaluate different kinds of evidence pertaining to the civilization of ancient Rome and formulate tentative conclusions from them
5. Progress into other Classical Studies courses with an understanding of the discipline's multidisciplinary nature, its key approaches and methods, and the way in which the discipline has evolved and changed over time

Required Texts

Glazebrook, Allison and Christina Vester, eds. *Themes in Roman Society and Culture: An Introduction to Ancient Rome 2nd Edition*, Oxford University Press, 2021. ISBN-13: 978-0199029976

Available as an electronic text for hire from the following site: <https://www.vitalsource.com/en-ca/products/themes-in-roman-society-and-culture-matt-gibbs-v9780199029983> . The rental cost from this site is approx. \$45 for 180 days.

You can also obtain the textbook from The Campus Book Store or The MacOdrum Library (a hard copy is on reserve).

A few extra readings, and some selections from ancient authors will be made available electronically on BrightSpace.

NB: It is crucial for your learning and success in this course that you obtain and study the textbook. Your assignments will be constructed and graded in such a way that, without studying the textbook, you will not be able to succeed in this course.

Grade Breakdown

1. Online Test 1 – 25%
2. Online Test 2 – 25%
3. Discussion Forums – 25%
4. Creative Ancient Biography/Life Story – 25%

A Note on the Course Delivery

The course this Summer 2023 will be delivered online and asynchronously. The course is delivered over an accelerated 6 weeks but covers what would in a regular (onsite or online) course be taught over 12 weeks. To assist you in your learning and assignments, the BrightSpace site for this course will very clearly organized.

All of the course material will be available for you to access in your own time. Course material will be released, however, on a week-by-week basis, and assignments must be submitted by the designated due dates, as indicated in this Course Outline.

On the BrightSpace site for this course, material will be available within the “Course Content” tab. Within that tab, material will be grouped under weekly folders (“Week 1,” “Week 2,” “Week 3,” etc), and within each Weekly folder there will be 4 sub folders. In Week 1, for example, you will find “Unit 1,” “Unit 2,” “Unit 3,” “Unit 4.” In Week 2 you will find “Unit 5,” “Unit 6,” “Unit 7” and “Unit 8.” And so on.

All 4 units each week will be made available on Sundays at the start of each week. Keep in mind that, in a regular, onsite course delivery over 12 weeks, there would normally be, in each week, 2 hours and 40 minutes of class time (usually delivered in 2 classes of 80 minutes each). The amount of material under each weekly folder and sub folders in this accelerated, online and asynchronous course reflects this fact (and draws on the instructor’s experience teaching the course as an onsite course).

Each Unit will consist of the following materials:

1. **Links to Recorded Mini-Lectures** (mp4 files which are located on Vimeo) incorporating the PowerPoint slides for each week, with the addition of the instructor speaking to material contained within them. You will see both the instructor and the slides, and you will be able to pause and examine the slides at greater length at any time. Individual video recordings will be kept as much as possible to a maximum of 20 minutes each (some recordings may be longer), but there will be a number of such videos for each Unit.
2. **The PowerPoint slides by themselves** in case students have trouble fully accessing the videos because of weak internet signals, etc.
3. **Assignment details** and due dates (**the actual assignment “Drop Boxes” will be located under the “Assignments” tab**).
4. **Other material** from time to time, including links to relevant websites and YouTube videos, and so on.

NB: Make sure you keep up with weekly lectures, other course material, and assignments. Otherwise, you can easily get behind and then find it very difficult to catch up again.

Details of set readings for each week.

You are expected to complete the set reading (as set out in this Outline, below) for each Week.

You must complete the reading and access the lecture video before attempting the Discussion Forums and other assignments.

Consultations

Although all course material will be made available asynchronously, every student is able to email me at any time and I will respond as promptly as I can. Should there be a need for virtual meetings, I will organize them on Zoom or a similar platform.

Critical and Creative Thinking in this Course

As will be emphasized in the first week of this course, the evidence for ancient civilizations and the life of ordinary people within them tends to be fragmentary and tantalizingly incomplete. While a critical assessment of all primary and secondary sources is crucial in this (and all) Classical Studies courses, you will also be asked to imagine and use your creativity as a way of – carefully – joining the dots of evidence. During the semester, you will be asked to imagine yourself into this ancient civilization in various ways, but always based on a firm grasp of the evidence that is available. (See “Assignment Details” below.)

Assignment Details

Note: A separate Assignment Brief with more detailed information will be posted on BrightSpace for each assignment under the “Assignments” tab for this course.

Online Tests 1-2 (25% each)

Each of these two Online Tests consists in brief analytical essay-type responses to a number of questions. The focus of each Test will be the course material (lectures and readings) in the period prior to that Test.

Note: the Tests ask for short answers that are analytical rather than personal (in contrast to the Discussion Forums – see below), and require careful, succinct, articulate and grammatically correct writing that draws

on the course material (readings and lectures). Answers that are not analytical and that do not draw on **both the lectures and the readings** will be marked down. *NB: Students will NOT be able to complete the Tests once the availability period is over.*

Assessment Criteria for Online Tests

1. The content of each response is accurate, relevant to the question, and “complete” (i.e. you have not left out important aspects; allowance is, of course, given to the fact that this is a very brief response) (80%).
2. Each response is written in a coherent and logical way using grammatically correct sentences (20%).

Online Test 1: Thurs. July 13 – Wednesday July 19. Due by 11:59pm on Wed. July 19.

Online Test 2: Thursday August 3 – Wednesday August 9. Due by 11:59pm, Wednesday August 9.

Discussion Forums (25%)

For each pair of Units from Units 3-4 (Week 1) to Units 21-22 (Week 6) you must post a short response to the material (readings and lectures) on the relevant Discussion Forum. Each post should respond to 2 Units; for example, in Week 1, your post should respond to Units 3 & 4 (*you do not need to respond to Units 1 & 2*). In Week 2 your two posts should respond to Units 5 & 6 (the first post) and Units 7 & 8 (the second post). And so on. **The Assignment Schedule below will make this clearer.**

Please note the following important points:

1. **Each post should respond to a pair of units**, not to each individual unit.
2. **Out of the 10 pairs of Units (Units 3-4, 5-6, 7-8 and so on up until Units 21-22), you must complete Discussion Forum posts for only 8 of these pairs.** In other words, you are able to miss 2 pairs of Units without penalty.
3. **The final grade for this assignment will consist of the average of the 8 responses** (or of the best 8 if you write more than 8).
4. **Make sure you don't get way behind** on your posts or you will not be able to catch up.

The Discussion Forums will be set up on BrightSpace such that your contributions will be separately identifiable and separated into blocks of 2 Units.

The focus of the Discussion Forums is less analytical than the Tests; rather, the aim in this assignment is to reflect, week by week, on the course content in a way that responds to the following prompts:

- (a) what you have learnt and/or what has engaged your interest and imagination each week. What was strange and unexpected, surprising or shocking, what made you angry or laugh, and so on. *This will most likely be the main focus of the first 2 weeks of classes, which are designed more as an introduction and overview of early Roman history and society; and*
- (b) the more personal side of being a member of the Roman Republic and/or Empire with a family history that potentially stretches back to the early history of Rome and/or one of its (eventual) provinces – *this will become at least an equal or greater part of your focus as the course progresses.* As the course progresses and you understand more about the civilization of Ancient Rome, you might ask yourself questions like: What was it like to live in Ancient Rome? Who would you have

been? Were you (or would you prefer to have been) a man or a woman, free or slave, patrician or plebeian? What might your state of health have been and what did your daily life consist of? What would your profession have been? What literature, theatre, art, philosophy etc would you have found satisfying? Would you have played sport? Which kind? And so on.

These are simply prompts. YOU DO NOT NEED TO RESPOND TO EACH QUESTION. Rather, use these prompts to engage with the course material in each pair of Units each week and respond as you see fit.

This is a very easy assignment to do well in! All you have to do is engage with the course material and post responses on BrightSpace to each pair of Units (that is, to 8 out of 10 pairs of Units between Units 3-4 and Units 21-22). Note, however, that while the Discussion Forum is a selective account of the week's material, **you must also situate your responses within the historical and cultural material provided by the lectures and readings.** Responses that do not actually engage with the historical and cultural material provided in readings and lectures will do significantly less well than those that do.

Discussion Forums are Due: Sundays (end of relevant week) on BrightSpace by 11:59pm.

Creative Ancient Biography/Life Story (25%)

The Discussion Forums are also designed to provide material for and lead into the final assignment. From the course material, your Discussion Forums, and your accumulating understanding of the Civilization of Ancient Rome, you will build up a creative ancient "biography" or "life story". The format of this assignment will emerge from the material in the course, your responses in the Discussion Forums, and your own interests. The idea here is that during the course you are responding to the lectures and readings – as set out above – and your responses will *develop*, *accumulate*, and *become* this final assignment, which will be due at the end of Week 6 of the accelerated course.

Like the Discussion Forums, this is a reasonably easy assignment to do well in. And it is fun. Note, however, that while the Creative Ancient Biography/Life Story is allowed – *encouraged* – to be somewhat creative, **you must also situate your responses within the historical and cultural material provided by the lectures and readings.** In other words, assignments that do not actually engage with the historical and other material provided will not do as well as those that do.

In writing your Creative Biography, you need to strike a balance between:

1. On the one hand, drawing on a range of historically and culturally accurate details from the course material, and ...
2. On the other hand, writing a fictional life story that is creatively imagined and written.

Find a satisfying and credible balance, in other words, between demonstrating your engagement with and understanding of the Civilization of Ancient Rome, imagining yourself into that world, and writing creatively and with empathy for the subject of your biography.

Due date: Sunday August 20, 11:59pm.

Schedule of Due Dates

1. **Discussion Forums:** due on BrightSpace each week by the **Sunday night after that week's Units, by 11:59 pm. Out of the 10 pairs of Units (Units 3-4, 5-6, 7-8 and so on up until Units 21-22), you must complete Discussion Forum posts for only 8 of these pairs.** In other words, you are able to miss 2 pairs of Units without penalty.
2. **Online Test 1: Thurs. July 13 – Wednesday July 19. Due by 11:59pm on Wed. July 19.**
3. **Online Test 2: Thursday August 3 – Wednesday August 9. Due by 11:59pm, Wed. August 9.**
4. **Creative Ancient Biography: due on BrightSpace Sunday August 20 by 11:59pm.**

Late Submissions of Assignments

Late assignments will be penalized at a rate of 2% per day unless an extension has been granted *upon written request*. Extensions will be granted on compassionate grounds only (death in the family, illness etc.). Assignments more than 5 days late without an extension will receive a grade of zero, unless written permission from the instructor indicates otherwise.

Lecture and Reading Schedule

Unless otherwise indicated, all readings are from the course textbook: Gibbs, Nikolic & Ripat. *Themes in Roman Society and Culture: An Introduction to Ancient Rome. 2nd Edition*. OUP, 2021.

Week 1 (July 3-9)

Unit 1 (Introduction): Classical Studies (Rome), Sources, and Methods

[Reading: "Introduction," pp. xxv-xxxiv]

Unit 2 (History): Before "Rome": The Near East and Greece

[Reading: Chapter 1: "The Development of Roman Social History," pp.1-21]

Unit 3 (History): The Etruscans and the Kings of Early Rome

[Reading: Chapter 5: "Class and Status," pp. 88-111]

Unit 4 (Society): Hierarchy: the Roman Social Order and the Roman Family

[Reading: Chapter 6: "The Roman Household," pp. 112-133]

Assignments: due Sunday July 9, 11:59pm

1. No assignment for Units 1-2
2. Discussion Forum for Units 3-4

Week 2 (July 10-16)

Unit 5 (Myth & Religion): Roman Mythology and Religious Practice

[Reading: Chapter 12, "Religion at Rome," pp.246-276]

Unit 6 (History): Overview of Roman History 1: The Roman Republic

[Reading: Chapter 2, "A Summary of Roman History," pp.22-42]

Unit 7 (History): Overview of Roman History 2: Augustus

[Reading: Rowe, Greg. "The Emergence of Monarchy: 44 BCE-96 CE." *A Companion to the Roman Empire*. Edited by David S. Potter. Wiley-Blackwell, 2006, pp.114-125; available on BrightSpace]

Unit 8 (History): Overview of Roman History 3: The Principate and Dominate

[Reading: Peachin, Michael. "Rome the Superpower 96-235 CE." *A Companion to the Roman Empire*. Edited by David S. Potter. Wiley-Blackwell, 2006, pp.126-152; available on BrightSpace]

Assignments: due Sunday July 16, 11:59pm

1. Discussion Forum for Units 5-6
2. Discussion Forum for Units 7-8

Assignment: due Wednesday July 19, 11:59pm

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| 1. Online Test 1 (25%): Thurs. July 13 – Wednesday July 19. Due by 11:59pm on Wed. July 19. |
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Week 3 (July 17-23)

Unit 9 (Society): Constitution, Governance, and Politics

[Reading: Chapter 3: "Roman Government in the Republic and Early Empire," pp.43-65]

Unit 10 (Society): Slavery and The Client system

[Reading: Chapter 7: "Roman Slavery," pp.134-154]

Unit 11 (Society): The Roman Economy

[Reading: Chapter 16: "The Economy," pp. 341-367]

Unit 12 (Culture): Sexuality, Gender, and Roman Women

[Reading: Chapter 8: "Roman Sexuality and Gender," pp.155-178]

Assignments: due Sunday July 23, 11:59pm

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| 2. Discussion Forum for Units 9-10
3. Discussion Forum for Units 11-12 |
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Week 4 (July 24- 30)

Unit 13 (Culture): Learning to be Roman: Education

[Reading: Chapter 9: "Education in the Roman World," pp.179-199]

Unit 14 (Society): Health, Medicine, and Daily Life in Ancient Rome

[Reading: Chapter 15: "Health and Well-Being in the Roman World," pp.318-340]

Unit 15 (Culture): Crime, Law, and Order

[Reading: Chapter 13: "Crime, Criminal Law and Order," pp.277-296]

Unit 16 (Warfare): The Roman Army and Fighting Wars

[Reading: Chapters 4: "The Roman Army," pp.66-87]

Assignments: due Sunday July 30, 11:59pm

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| 1. Discussion Forum for Units 13-14
2. Discussion Forum for Units 15-16 |
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Week 5 (July 31- August 6)

Unit 17 (Culture): Roman Literature: Vergil's Aeneid; Roman love Poetry, Satire, and the Comic Novel

[Reading: Excerpts of *The Aeneid*, Catullus, Ovid, Apuleius' *The Golden Ass* [available on BrightSpace]

Unit 18 (Culture): Roman Philosophy: Epicureans and Stoics

[Reading: Long, A.A. "Roman Philosophy." *The Cambridge Companion to Greek and Roman Philosophy*. Edited by David Sedley. CUP, 2003, pp. 184-210. Available on BrightSpace]

Unit 19 (Culture): Roman Comedy and Tragedy

[Reading: Chapter 10: "Latin Literature," pp.200-222; Plautus, *Pseudolus* [available on BrightSpace]

Unit 20 (Material Culture): Roman Visual Culture: Art and Architecture

[Reading: Chapter 11: "Art and Architecture," pp. 223-245]

Assignments: due Sunday August 6, 11:59pm

1. Discussion Forum for Units 17-18
2. Discussion Forum for Units 19-20

Assignment: due Wednesday August 9, 11:59 pm

3. **Online Test 2: Thursday August 3 – Wednesday August 9. Due by 11:59pm, Wed. August 9.**

Week 6 (August 7-13)

Unit 21 (Culture): Sport and Spectacle

[Reading: Chapter 14: "Entertainment in the Roman World," pp.297-317]

Unit 22 (Material Culture): Roman Technology and Engineering

[Reading: Chapter 17: "Roman Technology and Engineering," pp.368-390]

Unit 23 (History/Religion): Christianity and Late Antiquity

[Reading: Vaage, Leif E. "Why Christianity Succeeded (in) the Roman Empire." *Religious Rivalries in the Early Roman Empire and the Rise of Christianity*, edited by Leif E. Vaage, Wilfred Laurier University Press, 2006, pp.253-78]

Unit 24 (History/Reception): Rome: Transformation, Collapse, Memory

[Reading: Chapter 18: The Reception of the Roman World, pp.391-416]

Assignments: due Sunday August 13, 11:59 pm

1. Discussion Forum for Units 21-22
2. **Optional** Discussion Forum for Units 23-24: *for anyone wishing to improve their average.*

Final Assignment: due Sunday August 20 by 11:59pm.

1. **Creative Ancient Biography (25%)**

University Regulations for All College of the Humanities Courses

Academic Dates and Deadlines

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

Online Learning Resources

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

Copies of Written Work Submitted

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

Academic Integrity Policy

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;

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

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

[Academic Integrity Process](#)

Academic Accommodation Policy

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

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

Addressing Human Rights Concerns

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

Requests for Academic Accommodation

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

Pregnancy obligation: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

Religious obligation: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details [click here](#).

Academic Accommodations for Students with Disabilities: [The Paul Menton Centre for Students with Disabilities \(PMC\)](#) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two

weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).

Survivors of Sexual Violence

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

Accommodation for Student Activities

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

Grading System at Carleton University

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

Course Sharing Websites and Copyright

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

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

Student Rights and Responsibilities at Carleton

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

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

Deferred Term Work

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

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

Deferred Final Exams

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

The application for a deferral must:

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

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

Financial vs. Academic Withdrawal

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

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

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

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

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

Student Mental Health

As a University 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. Here is a list that may be helpful:

Emergency Resources (on and off campus): <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

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: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

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Digital Humanities (Graduate) 2A39 Paterson Hall
digitalhumanities@carleton.ca

Digital Humanities (Undergraduate Minor) 300 Paterson Hall
digitalhumanities@carleton.ca

MEMS (Undergraduate Minor) 300 Paterson Hall
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University Regulations for All College of the Humanities Courses

Academic Dates and Deadlines

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

Online Learning Resources

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

Copies of Written Work Submitted

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

Academic Integrity Policy

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;

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

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

[Academic Integrity Process](#)

Academic Accommodation Policy

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

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

Addressing Human Rights Concerns

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

Requests for Academic Accommodation

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

Pregnancy obligation: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

Religious obligation: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details [click here](#).

Academic Accommodations for Students with Disabilities: [The Paul Menton Centre for Students with Disabilities \(PMC\)](#) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two

weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).

Survivors of Sexual Violence

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

Accommodation for Student Activities

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

Grading System at Carleton University

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

Course Sharing Websites and Copyright

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

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

Student Rights and Responsibilities at Carleton

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

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

Deferred Term Work

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

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

Deferred Final Exams

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

The application for a deferral must:

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

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

Financial vs. Academic Withdrawal

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

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

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

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

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

Student Mental Health

As a University 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. Here is a list that may be helpful:

Emergency Resources (on and off campus): <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

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: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
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