

Carleton University
The College of the Humanities / Greek and Roman Studies Program

GREK 1006 A Introduction to (Ancient) Greek I Winter 2025
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Instructor: Dr. Paul Monaghan

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Delivery Mode: Online and Synchronous Tuesdays & Thursdays 2.35-4.25pm
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Administrator: Andrea McIntyre, andrea_mcintyre@carleton.ca
Paterson Hall 300, (613) 520-2809

Brightspace link: <https://brightspace.carleton.ca/d2l/home/284606>

Office Hours: by arrangement

Course Description

A course for students with some previous knowledge of the language: study of grammatical forms and constructions; acquisition of reading skills.

Further Information

The objective of *GREK 1006A–Introduction to (Ancient) Greek II* is to build on the groundwork established in GREK1005A. Successful students should finish this course with the ability to read and speak more complex Ancient (Attic) Greek. They will then be able to either apply their learning to their other studies (medical and scientific, New Testament, or any other studies) or to continue their study of Ancient Greek literature at more advanced levels. In preparation for both these outcomes, *Introduction to (Ancient) Greek II* will not only cover more complex grammar, morphology, and syntax of Ancient (Attic) Greek, but also, through the weekly readings, will familiarize the student with important elements of the history and literature of Ancient Greece. The course will also continue to familiarize students with Ancient (Attic) Greek as a spoken language and will include weekly practice in reading Ancient Greek out loud.

Land acknowledgement

Carleton University acknowledges the location of its campus on the traditional, unceded territories of the Algonquin nation. In doing so, Carleton acknowledges it has a responsibility to the Algonquin people and a responsibility to adhere to Algonquin cultural protocols.

Learning Outcomes

1. Continue to build a foundation for reading and understanding ancient Greek texts (the primary sources essential to Greek and Roman Studies) without the mediation of translation by others;
2. Comprehension of an essential methodology in Greek and Roman Studies
3. Improve knowledge and use of English (and other Indo-European languages), through the study of a foundational ancient language essential to vocabulary and grammar

REQUIRED TEXTS

The following 2 texts are those you would already have from GREK 1005A (Fall 2024):

1. Balme, Lawall, & Morwood, eds. 2016. *Athenaze: An Introduction to Ancient Greek Volume I, Revised 3rd Edition*. Oxford University Press. ISBN: 978-019-060766-1 (print version).

The textbook is available from the Carleton University Bookstore to either buy or rent.

The textbook is also available electronically from VitalSource: <https://www.vitalsource.com/en-ca/products/athenaze-book-i-an-introduction-to-ancient-greek-maurice-balme-gilbert-lawall-v9780190651886?term=9780190607661>. The cost to rent this textbook [the eText ISBN is 9780190651886, 0190651881] is \$46.99 CAD for 180 days. **If you intend to continue in the Winter semester, you may wish to rent this textbook for long enough to cover that period of time as well.**

2. Lawall, Johnson, Miraglia, Morrwood, eds. 2016. *Athenaze: An Introduction to Ancient Greek Workbook I, 3rd Edition*. Oxford University Press. ISBN: 978-0-19-060768-5 (print version).

N.B.: you need to purchase the print copy of this Workbook. It is available from the Carleton University Bookstore. (The ebook version from VitalSource cannot actually be written into, so you would need to type out all the sentences again in order to submit your work. For this reason, I strongly recommend that you obtain the print copy of the Workbook.)

You will now also need to obtain the following for use from week 7 (after the Reading Week)

3. Balme, Lawall, & Morwood, eds. 2016. *Athenaze: An Introduction to Ancient Greek Volume II, 3rd Edition*. Oxford University Press. ISBN 13: 978-0190607678.

This text can be rented from <https://www.vitalsource.com/en-ca/products/athenaze-book-ii-an-introduction-to-ancient-maurice-balme-gilbert-lawall-v9780190651893> at a cost of \$46.99 for 180 days. The cost to purchase the print copy from Amazon.ca is \$109.99.

We will not be using the Workbook Book II.

Optional but very useful

There are word lists (Greek to English and English to Greek) at the back of *Athenaze Book I* (and more at the back of *Athenaze Book II*), which should be sufficient for most words you need.

But a basic Ancient Greek-English/English Greek dictionary, such as Morwood, James & John Taylor. *The Pocket Oxford Classical Greek Dictionary*. New Edition. Oxford University Press. 2002. ISBN 9780198605126 is very useful and very easy to use wherever you are working.

A pdf of Liddell & Scott's 800-page 1940 classical Greek-English Dictionary is available – but less convenient to use – at <https://www.areopage.net/PDF/LSJ.pdf>. You can also use the online dictionary at <http://www.perseus.tufts.edu/hopper/resolveform?redirect=true>. You type the word you are seeking into the search window using the English alphabet, which takes a little while to get used to, but once you do, it is excellent.

Cost of Required Materials

The only new cost of materials for this course will be for *Athenaze Book II* (3rd Edition): rental = \$46.99 for 180 days, or to purchase: \$109.99.

Grade Breakdown

1. Attendance and Engagement in Learning:	30%
<i>Consisting of:</i> Attendance/participation	15%
Workbook exercises for each chapter: 5%*	
Speaking Ancient Greek:	10%
2. Weekly Exercises from <i>Athenaze</i> :	30%
3. Online Test (mid-term)	20%
4. Final Online Examination (Online Test 3):	20%

* **Workbook:** we will only use the workbook to the end of Book I, but not for Book II.

March 15, 2025: Last day for academic withdrawal from full winter, late winter, and fall/winter courses.

Greek Font for your computer

Your weekly exercises can be hand-written ... but hand-written assignments can be quite difficult to grade, and it will be a great benefit to you to be able to type in Ancient Greek. I highly recommend you download the font called “Greek Keys 2015” for your computer. Follow the instructions below to obtain the font. When you have downloaded it, you will be able to swap to the font and keyboard system easily. Learning what keys on your keyboard give you which ancient Greek letter is relatively easy; learning how to create the “accents” is slightly more complicated, but practice will make perfect.

Greek Font: “*Greek Keys 2015*”

- Available (for \$20) from the website of the Society for Classical Studies:
<https://classicalstudies.org/publications-and-research/about-greekkeys-2015>
- Check “System Requirements”
- Click on “Go to Greek Keys Purchase Page”
- You need to create a “Non-Member Account”
- Follow instructions carefully

How this Course fits into Your Degree

GREK 1006A: Introduction to (Ancient) Greek II and its companion, *GREK 1005A: Introduction to (Ancient) Greek I*, provide the student with enough understanding of the ancient Greek language to either apply that knowledge to their main field of study (and students will discover in Unit 1 of the course how enormous the influence of the Greek language has been on later world culture), or to continue on to an in-depth pursuit of Greek and Roman Studies. Masters and Phd programs in Greek and Roman (or “Classical”) Studies require the student to be somewhat proficient in Greek and Latin. Reading ancient texts in their original language also gives you unique insight into the material and allows you (later) to contribute to original research in the field.

Gender and Pronoun Statement

Class rosters are provided to me with the student’s legal name. I will happily honor your request to address you by an alternate name or gender pronoun. Please advise me accordingly early in the semester so that I may make appropriate changes to my records.

A Note on the Course Delivery

The course this Winter 2025 semester will be delivered online and synchronously (i.e. online but in real time). **Class times on Brightspace are Tuesdays and Thursdays 2.35 to 4.25pm.** *Note that each of the 2 classes lasts for 1 hour and 50 minutes (a total of 3 hours and 40 minutes each week).* Attendance will automatically be recorded on Brightspace.

BUT PLEASE NOTE: The organization of learning in GREK1006A (Winter 2015) will be slightly different than it was in GREK1005A (Fall 2024):

1. In most weeks, the Tuesday class will be devoted to new grammar, and the Thursday class will be devoted to chapter readings (see Schedule below)
2. In addition, **a pre-recorded video lecture will present the new grammar each week** (to be viewed in conjunction with your own study of the new grammar in each Chapter α and β). Students must watch this video before the Tuesday class)
3. The Tuesday class will start at 2.35pm as usual, but will only last for 1 hour; it will finish at 3.35pm. In the class we will examine any confusing aspects of the new grammar, and go through certain Exercises. **IT IS ESSENTIAL THAT YOU VIEW THE PRE-RECORDED VIDEO LECTURE AND STUDY THE NEW GRAMMAR BEFORE THIS TUESDAY CLASS.** We will not go through the new grammar in class except to clarify anything that is confusing.
4. In the Thursday class, we will go through the readings at the start of each of that week's chapters α and β ; **IT IS ESSENTIAL THAT STUDENTS WORK ON THE READINGS BEFORE THE THURSDAY CLASS. COME PREPARED!**
5. Students will be required to have their audio and video "on" during these classes, and expect to be called upon at random. **No-one will be allowed to remain invisible or silent.**

Course slides (and, at times, other material) will be available for you to access on Brightspace either before or after each class. **Assignments must all be submitted to Brightspace.**

Details of the set lessons and assignments for each week are available in this Course Outline, which will also be available on Brightspace. **You should study by yourselves the relevant sections in *Athenaze* before you attend each class.** This will allow us to progress more easily and quickly to the readings and exercises that are a crucial feature of each Chapter. But each class will also review important grammar material and allow time for students to ask questions.

After each class, students are strongly advised to re-read the Chapter readings and review new grammar. Repetition is crucial for your accumulating understanding of the Greek language.

Speaking and Communicating in Greek in this Course

Many recent studies have confirmed the enormous value of speaking and communicating in Greek (and Latin) as a way of understanding and acquiring competence in the language, even if the ultimate aim is simply to read and understand Greek (and Latin). Towards this end, I will regularly read out loud sentences and passages from the textbook and require students to do the same. Starting in Week 1, students will be required to record and submit their own reading out loud of short passages and answering questions relating to those passages (see below under "Assignment Details").

Organization of the Brightspace Site

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" etc.). Within these folders there will be two sub-folders called "Unit 1," "Unit 2," "Unit 3," and so on.

The course material in each weekly folder and sub folder will consist of the following kinds of files:

1. **PowerPoint slides** used during each class.

2. **Assignment details and due dates** (the actual assignment “Drop Boxes” will be located under the “Assignments” tab).
3. **Other material**, including, at times, audio recordings, links to relevant websites and YouTube videos, and so on.

Time Commitment each Week

There will be approximately 2 hours and 50 minutes of online synchronous class time each week, plus 50 minutes spent watching the pre-recorded video lecture presenting new grammar each week. You will also be required to read and study the relevant chapters before class time, and complete weekly assignments (including the Workbooks). The total time commitment to this course each week should amount to approximately 7-8 hours, but early weeks may take up more time as you get used to learning an ancient language, while later weeks may require less time. In addition to this weekly time commitment, there will be 1 online test during the term and 1 online Final Exam during the Examinations period.

Consultations

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 a one-on-one virtual meeting, I will organize them on Brightspace or a similar platform.

Intellectual Property Statement

All materials developed for this course, including, but not limited to, lectures, lecture notes and slides, assignments, examinations and syllabi, that are provided in class or online, are the intellectual property of the course instructor. Posting, providing, sharing or selling any audio, video, or textual materials from the course is prohibited. Participation in this course constitutes an agreement by all parties to respect the intellectual property rights as well as the privacy of others during and after their association with Carleton University. The only exception to the above is formally authorized accommodation arrangements made through Student Services.

Details of Assignments

1. Attendance and Engagement in Learning (30%)

The Attendance/Engagement allocation of 30% is divided into 3 parts: (a) Attendance/ Participation: 15%; (b) Workbook completions: 5%; (c) Speaking Ancient Greek: 10%

a) Attendance/Participation (15%)

Attendance at every class is required and will be automatically recorded. Participation means **your camera is on and you are engaging in the class, responding to and asking questions, and so on. No-one will be permitted to remain invisible or silent.**

b) The Workbook (5%)

We will only use Workbook I (i.e. for Athenaze Book 1, chapters 12-16). Once we start using Athenaze Book II (after Reading Week), we will not use Workbook II.

Dates for Workbook I, Chapters 12-16, to be submitted to Brightspace: Tuesday Feb. 25 (11:59pm)

c) Speaking Ancient Greek (10%)

A grade of 10% will be assigned to the ability to read out loud and pronounce ancient Greek correctly. For this assignment, students should record themselves speaking the assigned texts (usually the “Comprehension” passages in the “β” section of each chapter from *Athenaze*) using simple audio recording

software (a guide to one such free software program will be available in the “Resources for Assignments” tab). The required passages for recording are outlined below in the Course Outline and will also be indicated under the relevant Units on Brightspace. After recording the passage, answer the questions related to that passage in *Athenaze*. **Answer in English, but refer to the Greek words and/or sentences that your answers refers to.**

To record audio files on Brightspace, use the "Record Audio" button as follows:

1. Go to Tools > Assignments
2. Go to "Audio Assignment-Week 2"
3. Click "Record Audio"
4. Click "New Recording"
5. Record
6. Click "Add"
7. Add comments and click "Submit"

2. Weekly Exercises from *Athenaze I* (30%)

Each week students must prepare and submit designated Exercises from *Athenaze Book I* and later, from *Book II*. The designated Exercises are listed in the Course Schedule within this Outline, and will also be clearly identified on Brightspace. Submission of Weekly Exercises to Brightspace will commence Week 2.

When preparing your exercises, please type your work wherever possible using **at least font size 11 and double spacing** (so I can annotate your work on Brightspace). **Be careful not to confuse *Chapter* numbers with *Exercise* numbers; take note of the pages indicated in the Course Outline and on Brightspace.**

It is recommended that students download and use the Ancient Greek computer font (see above). But if you need to hand-write your exercises and then scan and submit these to Brightspace, **it is your responsibility to both write and record your work as clearly as possible so I can actually read it.** Please also use double spacing to allow me to correct your work adequately. You can scan or photograph your hand-written pages in order to submit to Brightspace, but **I must be able to read your scans or photos easily.** It is extremely difficult to assess work that is not readable!

“Special Instructions”: they may be extra “special instructions” posted on Brightspace for Weekly Exercises. These instructions will be designed to ensure students are fully understanding the new grammar and forms each week. Make sure you look for these “special instructions” because they will be integral to the Weekly Exercises.

3. Online Test (mid-term) (20%)

Students in GREK 1006A will write a “mid-term” online test worth 20%. The test will focus on the work covered since the start of term, but since learning a language is a cumulative process, the test will assume that earlier material (from GREK1005A) has been understood and mastered. The tests will address grammar, morphology, syntax, vocabulary, and the ability to translate from Ancient Greek into English and from English to Ancient Greek.

Note: the test is NOT a “Lock-Down” Test. It is an “open-book” Test and will be made available for a period of 6 days: you will be able to use your *Athenaze*, Workbook, dictionary, notes, previous assignments and so on.

WARNING: This test will be designed to truly assess your understanding of the Greek language at a first-year, second-semester level. All work must be prepared and submitted by each student individually and without consultation with any other student or helper.

If you have NOT actually tried - with integrity - to learn the Language during the course schedule prior to each Test (that is, if you have relied on the internet to get the exercises “right” and hence not actually

understood and worked with the Greek language), then you will do badly at these Tests and your final grade for the course will be significantly affected.

The dates of the Mid-Term Online Test is:

Mid-Term Test (20%): available from Thursday February 27 until Tuesday March 4 (11:59pm). Submit to Blackboard by Tuesday March 4 (11:59pm). This Test covers *Athenaze* Book I, Chapters 12-16.

4. Final Online Exam (15%)

The Final Online Exam will test material in the 2nd half of the term (Book II, chapters 17-20). But since language learning is accumulative, effectively the Exam will test all material covered in the term to date. You may also be required to translate a short text that we have not looked at in class.

Date of Final Online Exam: to be set during the Examination Period.

WARNING: See the note above in regard to the Online Mid-Term. The same warning applies to the Final Online Exam.

Final Grade

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.

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 that have not been granted an extension will receive a grade of zero, unless written permission from me indicates otherwise.

Class Schedule

Note: Students should work through the relevant chapters, especially the new grammar, for each Unit *before* I review the chapters in online classes. This will allow us to spend more time working through readings and exercises. You should also have a basic understanding of the reading passages at the start of each chapter before I work through them in class. **Workbook chapters** should be completed *after* each class.

NB: our pace may vary as we progress through the term.

Week 1

(Tues. Jan. 7 & Thurs. Jan. 9)

Read and Study: tba

Unit 1: Conversational Greek # 1 (text to be provided)

Unit 2: Reading New Testament Greek (texts to be specified)

Assignment (due Sunday Jan. 12 (11:59pm) on Brightspace

1. Audio Recording: Conversational Greek 1 # text

Week 2
(Tues. Jan. 14 & Thurs. Jan. 16)

Read and Study: Athenaze Book I, Chapter 12 α - β

Unit 3: Grammar and Exercises from Chapters 12 α and 12 β

Unit 4: Readings from Chapters 12 α and 12 β

Assignments: due Sunday Jan. 19, 11:59 on Brightspace

1. *Weekly Exercises:* (1) Exercises 12 γ (p.230); (2) Exercise 12 η (p.231); (3) Exercise 12 μ (pp.241-42)
2. *Audio Recording:* Comprehension passage on pp.242-43

Week 3
(Tues. Jan. 21 & Thurs. Jan. 23)

Read and Study: Athenaze Book I Chapter 13 α and 13 β

Unit 5: Grammar and Exercises from Chapters 13 α and 13 β

Unit 6: Readings from Chapters 13 α and 13 β

Assignments: due Sunday Jan. 26, 11:59 on Brightspace

1. *Weekly Exercises:* (1) Exercise 13 δ (p.251); (2) Exercise 13 ι (p.262); (3) Exercise 13 κ (pp.264-65)
2. *Audio Recordings:* Comprehension passage on pp. 263-64. Answer the questions as usual.

Week 4
(Tues. Jan. 28 & Thurs. Jan. 30)

Read and Study: Athenaze Book I, Chapters 14 α -14 β

Unit 7: Grammar and Exercises from Chapters 14 α and 14 β

Unit 8: Readings from Chapters 14 α and 14 β

Assignments: due Sunday Feb. 2, 11:59 pm on Brightspace

1. *Weekly Exercises:* (1) Exercise 14 β (p.274); (2) Exercise 14 δ (p.285) ; (3) Exercise 14 ζ (p.286) ; (4) Exercise 14 η (p.288)
1. *Audio Recordings:* Comprehension passage Chapter 14 β on pp.287-88. Answer the questions as usual.

Week 5
(Tues. Feb. 4 & Thurs. Feb. 6)

Read and Study: Athenaze Book I, Chapter 15 α -15 β

Unit 9: Grammar and Exercises from Chapters 15 α and 15 β

Unit 10: Readings from Chapters 14 α and 14 β

Assignments: due Sunday Feb. 9, 11:59 pm on Brightspace

1. *Weekly Exercises:* (1) Exercise 15 γ (**nos. 1-5 only on p.294**); (2) Exercise 15 ζ (p.305) ; (3) Exercise 15 η (p.308)
- Audio Recordings:* Comprehension passage pp.307-08. Answer the questions as usual.

Week 6
(Tues. Feb. 11 & Thurs. Feb. 13)

Read and Study: Athenaze Book I, Chapter 16 α -16 β

Unit 11: Grammar and Exercises from Chapters 16 α and 16 β

Unit 12: Readings from Chapters 16 α and 16 β

Assignments: due Sunday Feb. 16, 11:59 pm on Brightspace

1. *Weekly Exercises:* (1) Exercise 16 γ (p.314); (2) Exercise 16 ζ (pp.323-24)
2. *Audio Recordings:* Comprehension passage on pp.322-23. Answer the questions as usual.
3. *Workbook I:* submit chapters 12-16 by **Tuesday Feb. 25 (11:59pm)**

February 17 – 21: NON-TEACHING WEEK

Week 7
(Tues. Feb. 25 & Thurs. Feb. 27)

Workbook I: submit chapters 12-16 by **Tuesday Feb. 25 (11:59pm)**

Read and Study: tba

Unit 13: Conversational Greek (text to be provided)

Unit 14: Reading New Testament Greek (texts to be specified)

Assignments: due Tuesday March 4 (11:59pm)

1. **Online Test (Mid-Term): available from Thursday February 27 until Tuesday March 4 (11:59pm). Submit to Blackboard by Tuesday March 4 (11:59pm).**

Week 8
(Tues. Mar. 4 & Thurs. Mar. 6)

Read and Study: Athenaze Book II, Chapter 17 α and 17 β

Unit 15 Grammar and Exercises from Chapters 17 α and 17 β

Unit 16: Readings from Chapters 17 α and 17 β

Assignments: due Sunday Mar. 9, 11:59 on Brightspace

1. *Weekly Exercises:* (1) Athenaze II Exercise 17 β (p.6); (2) Exercise 17 δ (p.7); (3) Exercise 17 η (p.16); (4) Translate New Testament passages p.19 [There will be “Special Instructions” relating to translations of New Testament passages.]
2. *Audio Recordings:* Comprehension passage on pp.16-17. Answer the questions as usual.

Week 9
(Tues. Mar. 11 & Thurs. Mar. 13)

Read and Study: Athenaze Book II, Chapters 18 α -18 β

Unit 17: Grammar and Exercises from Chapters 18 α and 18 β

Unit 18: Readings from Chapters 18 α and 18 β

Assignments: due Sunday Mar. 16, 11:59 on Brightspace

1. *Weekly Exercises:* (1) Exercise 18 ϵ (p.26); (2) Exercise 18 κ (pp.36-37); (3) Translate New Testament passages (p.40) [Note “Special Instructions”]
2. *Audio Recordings:* Comprehension passage on pp.37-38. Answer the questions as usual.

Week 10

(Tues. Mar. 18 & Thurs. Mar. 20)

Read and Study: Athenaze Book II, Chapter 19 α -19 β

Unit 19: Grammar and Exercises from Chapters 19 α and 19 β

Unit 20: Readings from Chapters 19 α and 19 β

Assignments: due Sunday Mar. 23, 11:59pm on Brightspace

1. *Weekly Exercises:* (1) Exercise 19 β (p.47); (2) Exercise 19 γ (p.47); (3) Exercise 19 η (p.59); (4) Translate New Testament passages (p.62)
2. *Audio Recordings:* Comprehension passage pp.59-61. Answer the questions as usual.

Week 11

(Tues. Mar. 25 & Thurs. Mar. 27)

Read and Study: Athenaze Book II, Chapters 20 α -20 β

Unit 21: Grammar and Exercises from Chapters 20 α and 20 β

Unit 22: Readings from Chapters 20 α and 20 β

Assignments: due Sunday Nov. 24, 11:59pm on Brightspace

2. *Weekly Exercises:* (1) Exercise 20 β (p.68); (2) Exercise 20 ϵ (p.76); (3) Exercise 20 θ (pp.79-80); (4) Translate New Testament passages (pp.80 and 81)
3. *Audio Recordings:* Comprehension passage on pp.78-79. Answer the questions as usual.

Week 12

(Tues. Apr. 1 & Thurs. Apr. 3)

Read and Study: tba

Unit 23: Revision and readings (tba)

Unit 24: Revision and readings (tba)

Assignments: due Sunday Apr. 6, 11:59pm on Brightspace

Tba

Final Online Exam: in examinations period. Details to be provided.

Standard Course Regulations

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, 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; 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.

Artificial Intelligence

Submitting or presenting course work created by or modified by Artificial Intelligence as your own is a form of plagiarism and constitutes academic misconduct.

University Regulations for All College of the Humanities Courses (Updated November 22,2024)

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 or connect online at <https://students.carleton.ca/services/empower-me-counselling-services/>
- 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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