



Carleton
UNIVERSITY

Canada's Capital University

**UNDERGRADUATE TEACHING
REGULATIONS AND PROCEDURES**

FACULTY OF ARTS AND SOCIAL SCIENCES

2009-2010

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UNDERGRADUATE TEACHING REGULATIONS AND PROCEDURES

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1. THE ACADEMIC YEAR

FALL

September 10	Classes start (after Orientation events).
September 23	Last day for registration and course changes in Fall and Fall/Winter courses.
October 9	University Day – no classes.
October 12	Thanksgiving Day – university closed.
November 16	Last day to withdraw from Fall term courses.
November 23	Last day for tests or examinations in courses below 4000 level before the Final Examination period.
December 8	Last day of classes, Fall term. Last day for handing in term assignments, subject to any earlier course deadline.
December 9-22	December exams: Final examinations for Fall courses, mid-terms for Fall/Winter courses.

WINTER

January 4	Winter term classes begin.
January 15	Last day for registration and course changes in Winter term classes.
February 13-20	Fall term deferred examinations will be written.
February 15-19	Winter Break, classes suspended.
March 12	Last day to withdraw from Fall/Winter and Winter term courses.
March 24	Last day for tests or examinations in courses below 4000 level before the Final Examination period.
April 2	Statutory holiday – university closed.
April 5	Last day of Fall/Winter and Winter term classes. Classes follow a Friday schedule.
April 6-7	Review Period (May be used as a regular instructional period, for review, or for extended office hours. Please inform students in course outline how it will be used.)
April 7	Winter term ends; last day for handing in term assignments, subject to any earlier course deadline.
April 8-24	Final Examinations (includes Saturdays)

SUMMER

May 10	Full summer and early summer courses begin.
May 21	Last day for registration and course changes for early and full summer courses.
May 24	Statutory holiday; university closed.
June 10	Last day for tests and examinations in courses below 4000 level before the Final Examination period.
June 11	Last day for academic withdrawal from early summer courses.
June 12-24	Fall/Winter deferred examinations will be held.
June 21	Last day of classes for early summer. Last day for handing in term assignments, subject to any earlier course deadline.
June 24-28	Early summer final examinations.
July 1	Statutory holiday, university closed.
July 5	Late summer courses begin; Full summer courses resume.
July 29	Last day for tests or examinations in courses below 4000 level before the Final Examination period.
July 30	Last day for academic withdrawal from late summer and full summer courses.
August 2	Civic holiday; university closed. Missed classes may meet August .?
August 16	Last day of summer term classes. Last day for handing in term assignments, subject to any earlier deadline.
August 19-24	Final examinations in full summer and late summer courses.
October 1-2	Summer term deferred final examinations will be held.

2. COURSE OUTLINES

You **must** provide a course outline to your students, preferably at the first class meeting or, at the very latest, by the last day for course changes, 23 September, 2009 for all Fall and Fall/Winter courses and on or before 15 January, 2010, for Winter term courses. Please use the template provided on p.11 below to ensure that the content requirements are met (you are not required to set your outline up exactly as shown, but you should cover all the suggested headings). Deposit a copy of each course outline (paper and/or electronic version) with the chair or director of your academic unit on or before the last day for course changes for each term. Your departmental administrator will then send an electronic copy to Brookes Fee in the Dean's office.

3. REGISTRATION AND CLASS LISTS

Registration is done by the Student using Carleton Central, the online administrative tool for students. Students can add/drop or change Fall Term or Full Session courses in Carleton Central until 23 September 2009 and Winter Term courses until January 15, 2010.

After these deadlines, formal permission from the Registrar's Office (300 Tory Bldg) is needed for all course changes other than withdrawal. Withdrawal from courses is done in Carleton Central within the deadline dates for withdrawal. Students are permitted to withdraw without penalty from Fall term courses until 16 November 2009 and from Winter term and Full session courses until 12 March 2010. (There is no fee adjustment for withdrawals made **after September 30 for Fall term and Full session courses, and January 31st for Winter term courses**). The normal practice is to deny students the privilege to change or add courses after the published deadlines. Instructors and Departments may give their recommendation for late registration in a course. Students must petition the Registrar's Office for late registration; the petition will be reviewed for approval by the Registrar's Office using the recommendation of the Instructor and Department, along with other criteria. Late registration will only be approved if it is supported by the Department and the Instructor.

Your class list contains the names of all students officially registered in your class. Class Lists are available from your Department at any time.

PLEASE:

- Do not encourage unregistered students to remain in a class after the last day for course changes.
- **DO NOT ACCEPT OR GRADE** any work from students who are not registered in your specific class and section.

Some academic units do not use the registration system to check for the presence of prerequisites at the time of registration. Consequently, it remains for the department and the instructor to identify students without prerequisites, who then can be de-registered by notifying the Registrar's Office. If your department has chosen to indicate that specific courses are needed as preparation for your course, unilaterally waiving prerequisites undermines the integrity of departmental calendar entries.

4. ASSIGNMENTS AND EXAMS

4.1 Early Feedback

The following Early Feedback Guideline has been approved by Senate:

“Providing feedback to students on academic work, completed or in progress, is an integral part of teaching and learning in that it allows students to measure their understanding of material, the success of their learning strategies, and their progress on learning objectives. While the nature and frequency of such feedback will vary with the course and level, Carleton University is committed to providing students with appropriate and timely feedback on their work. Accordingly, wherever possible, and especially in first and second year courses, instructors are urged to include academic work that is assigned, evaluated and returned prior to the 25th teaching day of each term. More generally, all instructors are urged to include academic work that is assigned, evaluated and returned prior to the 40th teaching day of each term. Course outlines

should provide an indication of approximately when the first graded piece of work will be returned to students. In cases where a course does not lend itself to early feedback, this should be clearly noted on the course outline.”

4.2 Deferred Term Work

(Academic Regulation 2.6, Undergraduate Calendar)

In some situations, students are unable to complete a significant term assignment because of illness or other circumstances beyond their control, which forces them to delay submission of the work. Instructors may grant extensions, but those may not be for a date later than the deadline for the submission of final grades in the course. If it is necessary for the due date to be delayed beyond the deadline for reporting the course grades, the student must apply for a deferral of the assignment deadline through the Registrar’s Office. The application for deferred assignment must:

1. be made in writing to the Registrar's Office no later than five working days after the last day of classes; and
2. be fully supported in cases of illness by a medical certificate 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 the assignment was to be prepared.

If a grade must be submitted before a decision on a deferral application has been made, the instructor should submit a grade based on the course work of the student up to that point. If the deferral of the assignment is approved, the student’s grade will be modified by the Registrar’s Office to a DEF, which will then be replaced when the assignment has been submitted and graded. The final dates for submission of deferred term assignments are the following, unless alternate arrangements are made with the instructor:

Fall-term half courses: January 15

Fall/winter- and winter-term courses: May 15

Summer-term courses ending in June: July 15

Summer term courses ending in August: September 1

4.3 Student Access to Term Assignments and Examination Papers

Students are to be given access to their examination papers and term assignments, governed by the following rules:

- Final examinations (including take-homes) and unclaimed marked assignments must be retained by the instructor/department for at least one calendar year;
- Students are allowed to peruse but not to remove, correct or otherwise change marked Final examination papers;
- Mid-term and other examination papers may be retained or returned, at the discretion of the instructor, provided that the papers can be perused, that all students receive the same treatment and that papers are returned as suggested above.
- Term papers and other assignments are normally to be returned to students. Since these are the property of the student, they must be protected and returned in such a way as to maximize the chances of safe delivery. Making them freely available in unsupervised public spaces (in a box in front of your office) is **unacceptable**, as it fosters loss, creates the potential for privacy violations, and facilitates violations of our Academic Integrity Policy.
- Instructors are encouraged to make assignment and examination grades available to students through WebCT. They must include a statement that final grades are tentative, pending approval by the chair or director and dean.
- In cases of suspected Academic Offence (see section 5 below), papers are not returned until the allegation is settled.

4.4. Tests and Examinations

4.4.1. Scheduling

All tests and examinations (excepting laboratory examinations, oral and slide tests) are subject to the following scheduling rules:

- Tests and examinations given in class must not exceed the time allotted for the class.
- In 1000-level courses, if there is a final or end of term examination in a multi-term course, this examination will be held in the official examination periods. This applies to FYSMs as well as to lecture courses.
- In 1000-, 2000-, and 3000-level courses, no tests or examinations are to be held after November 23rd of the Fall term or after March 24th, 2010 of the Winter term.
- Take-home examinations in courses below the 4000-level may not be assigned before the last day of classes for your course and are due on the last day of the official examination period.
- In 4000-level courses, arrangements for examinations outside the official examination period, while at your discretion, must be announced at least three weeks before the examinations. (Please also post and repeat arrangements to prevent problems)

4.4.2 In-class Examinations (tests, quizzes)

Since these are not normally written under full examination procedures (alternate row seating, official proctors, etc.), you must exercise good judgment to control cheating. It is wise to indicate, before beginning the test, that examination regulations about cheating apply.

If a student has unauthorized material, take it away and allow the student to continue writing. If a student appears to be copying from another student, separate them, if need be by seating one student at your desk. **Write a report of the incident** including date, time, circumstances and any confiscated material, attach a memo alleging a violation of examination rules (see section 5, below) and submit the dossier to your chair/director for action. **In all cases of suspected academic offences, the student(s) should be allowed to complete the examination.**

4.4.3 Take-home Examinations

If you plan to give a take-home examination in your course, **note the scheduling rules above**. In addition, you need to specify clearly whether or not it is open-book and how you want sources to be cited. If you intend that all written work on the take-home be that of the individual student, include a specific directive stating this. If group preparation is acceptable, but all answers must be written by the individual acting alone, then you need to state this clearly.

The Office of the Dean has seen allegations of academic offences on take-home examinations where students argue that they were told they could work in groups. Academic offences can be minimized by clear communication of your expectations.

4.4.4 Deferred Final Examinations

(Academic Regulation 2.5)

- Deferred final examinations are available **ONLY** to students who have performed satisfactorily in the course according to the evaluation scheme established in the course outline. Students who have performed satisfactorily in the course work but who miss the final exam should be given a grade of ABS. Students who fail to meet requirements may be assigned an FND grade on the FGR. Requirements which, if not completed, may lead to an FND grade, must be clearly stated in the course outline. A deferral granted by the Registrar's Office prior to receipt of the FGR may be rescinded if this grade is assigned.
- All student requests for Deferral of Final Examination **must** be directed to the Registrar's Office for assessment.
- Individual arrangements made with your students regarding the submission of term work must not result in a delay in the submission of Final Grades or deferred grades.

4.4.5 Supplemental and Grade-Raising Examinations

Supplemental and Grade-raising examinations are **not available** in any courses offered in the Faculties of Arts and Social Sciences and Public Affairs. See Academic Regulation 2.4 of the current Calendar.

5. ACADEMIC INTEGRITY AND ACADEMIC OFFENCES

As of July 1, 2006 a new student academic conduct policy is in place at Carleton. As well as setting out the university's policy in dealing with alleged cases of plagiarism and cheating, the new policy emphasizes the importance of academic integrity as an essential element of a productive and successful career as a student. In keeping with that aim, instructors are encouraged to discuss the value and importance of academic integrity and good practice in their courses whenever they consider it appropriate. In addition to the required statement on plagiarism in the course outline (see course outline template), it may also be appropriate to discuss the benefits of sound principles of research and writing in preparing students for assignments such as essays and research projects. Recent years have seen a growing number of cases, particularly among first-year students, in which it is clear that students do not understand the basics of, or even reasons for, fully acknowledging their sources (especially when they are web-based sources). Appropriate discussion of these matters in class can go far in helping students to avoid bad practices that could result in violations of the Academic Integrity Policy.

The majority of recent plagiarism cases have been web-related. It might be useful to let your students know that you are knowledgeable about the web and web sites related to your field, and that a great deal of internet plagiarism is easily detected by using search engines such as Google, Yahoo, and MSN. You should specify clearly what use of the internet is acceptable in assignments and papers.

5.1 Working In Groups

Group work is an important element of teaching and learning and is very much encouraged. If you do ask students to work together on laboratory reports, seminar presentations, research projects or other assignments please include in your course outline a clear and specific description of how and to what extent you consider group work to be acceptable or appropriate, especially in the completion of written assignments. Past experience with academic offence cases demonstrates that a lack of precise guidance on this issue leads to confusion among students and to unnecessary academic offence allegations.

5.2 Guidelines for Reporting An Academic Offence

The Academic Integrity Policy is also intended to make the university's practices in dealing with alleged academic offences more transparent for all concerned and to provide students with a more accessible appeals process. It continues, therefore, to be essential that instructors avoid dealing with alleged offences themselves. **"Local solutions" are not acceptable.** They often result in inconsistent penalties being applied. The Clerk of Senate has advised that local solutions might lead to inequitable decisions, to the perceived infringement of a student's right to an unbiased hearing, and to the denial of a student's right to appeal a decision or penalty he or she does not accept. Local solutions also prevent the development of a centrally maintained record of offences. This, in turn, makes it impossible to identify repeat offenders.

5.2.1 Consultation with Chair or Director

If you suspect that an offence such as plagiarism or cheating has occurred, immediately notify your chair/director. If there is agreement that an offence may have been committed please take the following steps in preparing the evidence for submission to the Dean's Office.

5.2.2. Information Concerning the Allegation

In assessing the merit of Academic Offence allegations in the Faculty of Arts and Social Sciences and the Faculty of Public Affairs, the associate deans need as much supporting detail from instructors as can be provided. These guidelines are therefore offered to facilitate the preparation of an appropriate dossier. Incomplete dossiers may be returned without investigation.

1. Identify the student by name and student number and the course by instructor, department name and course number and section.
2. If the issue is one of cheating on examinations or in-class tests, include the date and locations. Describe the questionable behaviour, including proctor's observations, if any. Describe the proctor's response at the time. Provide any other available evidence (cheat notes, papers, books, etc.).
3. When plagiarism of written (or other) material is alleged, please provide the student's original paper with an assessment of the degree of plagiarism; indicate the degree of overlap by highlighting photocopies of the unreferenced original material and numbering each example on both the assignment and the original.
4. If inappropriately similar assignments or papers are submitted by two or more students, please estimate what proportion of each submission may reflect inappropriate copying. Highlight suspicious segments so that we can identify the extent of the problem.
5. Steps to be taken if a student disrupts a class are described in the Academic Integrity Policy and the Student Rights and Responsibilities Policy.

5.2.3 Course Outline & Supporting Information

Attach a copy of your course outline. Describe any in-class discussion relevant to the allegation, e.g. regarding academic offences, group work and so on. Please indicate what you feel would be an appropriate penalty for this offence, given all relevant information.

5.2.4 Signatures

A statement to the following effect must be included, signed and dated by the chair or director of the department/academic unit.

"This allegation has been brought to my attention, and I concur with the instructor's view that it should be referred to the associate deans for assessment and action."

This allegation statement is to be dated and signed by the instructor as well.

5.2.5 Assigning a grade of GNA

If final grades for the course are due to be submitted before a case has been resolved a grade of GNA should be assigned to the student after consultation with the Dean's Office. Once the instructor has been notified of the decision the appropriate letter grade should be submitted by a Change of Grade form in the usual way.

5.2.6 Contact with Student

In general, **please avoid speaking to the student** about the details of the allegation (other than indicating that the matter has been referred to the Dean) as you may get drawn into an inappropriate debate or otherwise unintentionally compromise our attempt to treat these allegations both seriously and equitably. If you have approached the student, indicate how this was done and what was said. The assignment in question should not be returned to the student.

5.3 Investigation and Decision

If the Dean’s Office agrees that the matter should be pursued, the student will be invited to attend a meeting with associate deans from FASS and FPA, as well as a representative of the Ombuds Office. The letter inviting the student to attend will be copied to the instructor and to the relevant chair or director.

After meeting with the student, the associate deans will make a decision as to how the case should be dealt with (the new policy sets out the range of possible penalties). The student is informed of this decision by letter. The letter is copied to the instructor and the chair or director. If the decision is to award a grade of FND, the associate dean will submit the change of grade to the Registrar’s Office. Once notified of the decision, the instructor should otherwise amend the final grade as appropriate.

6. GRADES AND GRADING

(Academic Regulation 2.3)

6.1 Standing in a Course

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, is:

A+	12	B+	9	C+	6	D+	3		
A	11	B	8	C	5	D	2	F	0
A-	10	B-	7	C-	4	D-	1		

Grade points indicated above 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.

The following percentage equivalents apply to all final grades at Carleton:

A+	90-100	B+	77-79	C+	67-69	D+	57-59		
A	85-89	B	73-76	C	63-66	D	53-56	F	0-49
A-	80-84	B-	70-72	C-	60-62	D-	50-52		

If you plan to adjust this scheme in some way, such as by curving the grades, which is discouraged, you **must specify the details** in your course outline.

Other grades and notations which may be assigned by an instructor are:

- F Failure. The grade of F is assigned when the student has failed to meet the conditions of “satisfactory performance” defined in the Course Outline. The grade of F is assigned 0.0 grade points.
- FND Failure with no deferred final examination allowed. The grade FND is assigned only when the student has failed the course on the basis of inadequate term work **as specified in the Course Outline**. The grade FND is assigned 0.0 grade points.
- ABS Absent from a required final examination. The notation ABS is assigned only when the student is absent from the required final examination and has achieved satisfactory performance during the term as specified in the Course Outline. ABS is equivalent to an F and is assigned 0.0 grade points
- GNA Grade not available. This interim notation is assigned only after consultation with the Dean’s Office, and indicates that the grade for this course is not available. It is normally used only where there is an allegation of an academic offence. This notation is replaced with the appropriate grade for the course as soon as this is available.
- SAT Satisfactory performance in an ungraded program requirement or option. SAT has no impact on the CGPA calculation (This grade can be assigned only in courses that are designated to be graded on this basis).

- UNS Unsatisfactory performance in an ungraded program requirement or option. UNS has no impact on the CGPA calculation (This grade can be assigned only in courses that are designated to be graded on this basis).
- AUD Audit. No academic credit. Indicates the course was not taken for academic credit, but that the student has the permission of the instructor to audit the course and has satisfied the conditions for successful audit of the course. AUD has no impact on the CGPA calculation
- IP In Progress. This interim notation is assigned only with the permission of the Registrar's Office when the final grade in a research thesis or project is not available before the deadline for grade submission. IP must be replaced by a grade within the prescribed time or re-registration in the course will be required, or the IP is replaced with an F.

The following is an interim notation that is, after due process, replaced with one of the grades above:

- DEF Final grade deferred for documented personal or medical conditions. DEF is an interim notation assigned by the Registrar's Office. This notation must be replaced by a grade within the prescribed time or it is replaced with an F. (See Academic Regulation 2.5, Deferred Final Examinations.)

6.2 Posting Grades

Departments no longer post grades. You are encouraged to make grades available to students through the WebCT Gradebook. If you post final grades on WebCt before they have the Dean's approval please include a note to the effect that grades are tentative until approved by the Dean. Please do not post grades outside your office. Encourage your students to check their final grades on Carleton Central, as final marks are no longer mailed out. To protect confidentiality, no grades should be released to students over the telephone.

6.3 Final Grade Reports

Final grades are submitted electronically through the E-Grades System. All final grades have a submission deadline and meeting this deadline is essential to the timely generation of Academic Standing decisions and the efficient handling of graduation. If for any reason the deadline must be missed, you must establish alternate arrangements through your chair/director, and the associate dean of your Faculty must be informed in writing. Don't hold up the final grades for late-comers. Please submit any late grades on a Change of Grade form.

Visit the E-Grades web page at www.carleton.ca/registrar/egrades.htm for access to documentation and training materials on the E-Grades submission/approval process.

6.4 Change of Grade Reports

Change of grade reports provide a means by which **legitimate mistakes** in the grading process are rectified within an appropriate period of time, generally about two months after final grades are submitted. **Legitimate reasons for change are required.** Change of grade reports generate administrative paper work, contribute to apparent instability in the student records database and are also susceptible to forms of misuse, which have serious policy implications. **We ask that you be careful in calculating and entering grades.**

6.5 Review or Appeal of Grade

Academic Regulation 2.7 permits informal review of both term work and final grades by instructors, but changes should only be made where the instructor is satisfied that there is an error in the grade originally assigned. If an informal process cannot be followed, students are entitled to make an application for review through the Registrar's Office. Whether a formal or informal process is followed, students should be advised that the outcome of a review might raise, lower or leave unchanged the original grade.

For additional information, see **Academic Regulation 2.7** through **2.8** inclusive, current Calendar.

- Students may request a **Review of grade for term work** (Academic Regulation **2.7.2**) by contacting you or your chair/director (in your absence) **within 14 days** of the time the graded work is made available to students.

- Students may request a **Review of grade for final work** (Academic Regulation **2.7.3**) limited to the final examination and final term paper(s). Students must apply for such review to the Registrar's Office by 30 January for Fall term courses or by June 30 for Winter term courses or Fall/Winter term courses. Such requests will be forwarded to you, and you will be asked to re-grade the work.
- Students may **Appeal** a grade (Academic Regulation **2.8**) to the Dean. Students must submit an Appeal to the Registrar's Office within 14 days of the completion of the Review, if there was one, or else by January 30 for the Fall term or by June 30 for Winter term or for Fall/Winter term courses. Such an Appeal may lead to a reconsideration of the written work in the course by at least one qualified reader other than the instructor.

7. ACCOMMODATION (Calendar, Academic Regulations 2.9, 2.10, and see also p. 13 below)

Carleton University is committed to providing equity in its educational programs and services through, among other things, the vehicle of reasonable accommodation. The Academic Accommodation Policy is available at http://www.carleton.ca/pmc/faculty/acom_policy.html. A statement about accommodation should be included in all course outlines, as set out in the Course Outline Template, below. You may be approached by students requesting accommodation for tests and exams on the basis of documented disabilities. Such students should be directed to the Paul Menton Centre for Students with Disabilities. In the same way that medical information is confidential, you are not normally entitled to know specific information about the student's disability, unless the student chooses to reveal this to you.

Suggested accommodations will be based partly on a professional's judgment about the results of the formal assessment and partly on the student's preference. Once a student has been assessed by the PMC, you will receive an electronic copy of the student's Letter of Accommodation by email from the PMC. Students are encouraged to meet with the instructor to discuss how classroom and test/exam accommodations will be handled. Although the university provides accommodation for formally scheduled examinations, and while **CUTV** courses are provided for, the resources for other accommodations must be found at the local level. There is a centralized exam room, operated by SES, to assist instructors with in-class test/exam accommodations. Instructors may choose to make their own arrangements as in the past or request that some or all of their PMC student's in-class tests or midterms be administered in this exam room with two weeks notice, subject to availability and booking criteria. Details on booking the exam room are available at <http://www.carleton.ca/ses/examroom/index.html>.

After taking the decision to accommodate, take the circumstances of the accommodation into account when you design your exams, tests and assignments. Consider particularly the information above on take-home examinations. If the student works on a computer, establish in advance how to assign marks, given that spelling and grammar checking software will be used.

Carleton provides accommodation for religious observances according to a policy that identifies recognized religious holidays. Students are required to bring you a formal written request for alternate dates and/or means of satisfying academic requirements at least two weeks before the compulsory event. A copy of the list of recognized holidays is available on the Equity Services website, <http://www.carleton.ca/equity>.

A pregnant student should seek advice from Equity Services, which also has a letter of accommodation. She should also make an appointment to discuss her needs at least two weeks prior to the first academic event requiring accommodation.

8. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The university is responsible for the security of students' personal information under the Freedom of Information and Protection of Privacy Act (FIPPA). It is important that our practices in dealing with students are in line with the requirements of the Act. Please see Appendix D for a summary of important points, as well as the FIPPA website for further information on the Act as well as on who to contact should you have questions. <http://carleton.ca/fippa>

Appendix A - MINIMAL TEMPLATE FOR COURSE OUTLINE

[Academic year & term/session]

[Course title:]

[Department:][Course number (including section letter): note any precluded courses]

[Instructor's name; office location & phone; email address; office hours]

[TA name(s); office location(s) & phone; email addresses; office hours]

[Course newsgroup, web site address, etc. if applicable:]

Course description: -- content, aims, objectives...

Preclusions: -- if credit for another course is precluded for students taking this course, this should be clearly stated.

Texts: -- (required, supplementary, on Reserve, other; available from...): [give complete citation for required texts.]

Course calendar: -- list which coordinates content topics with dates or class meetings; dates of all scheduled quizzes, tests or examinations plus deadlines for submission of all pieces of term work; description of how Review Week will be used (if applicable).

Evaluation:

- Include general criteria that influence grading -- specifics for this course and/or unit: spelling, grammar, citation format, presentation, preferred style guide. Statement regarding the university policy on plagiarism must appear if any written work is required.
- Include the following statement, set out in the Faculty Grading Guidelines, if it is not already included in the departmental supplement to the course outline:

"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."

- Examinations -- including in-class tests, take-home and formally scheduled examinations. Format (essay, multiple-choice, short-answer, other; cumulative vs. non-cumulative; etc.); how students can review their papers; % contribution towards the grade. Note that Deferred Final exams must be identical in format and coverage with the Final they replace. **N.B. Deferred finals, which must be applied for at the RO, are available ONLY if the student is in good standing in the course.**
- **If there are minimum standards that a student must meet to be in good standing, and entitled to write a deferral, these must be stipulated in the course outline.**
- Term work -- essays, term papers and other written work. How topics will be assigned, deadlines and how they will be handled, how papers will be returned to students, percentage contribution towards the grade.
- Other forms of evaluation -- attendance, participation, consistent progress: how evaluated, percentage contribution towards the grade. These subjective components need to be very clearly specified in order to avoid needless challenges and appeals. If you do require submission of all assignments and examinations to pass a course ensure that this is stated in the outline.

Statement on Plagiarism:

Some departments have a standard statement and some instructors have their own. Either of these options is fine, but please ensure that these statements are consistent with the university's academic integrity policy when it comes to definitions, potential penalties and the like. The policy can be found at

If you have neither a departmental nor an individual statement, something along the following lines (taken from the Department of History) would be acceptable.

PLAGIARISM

The University Senate defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This can include:

- 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;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings;
- failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- handing in "substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs."

Plagiarism is a serious offence which cannot be resolved directly with the course’s instructor. The Associate Deans of the Faculty conduct 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.

Other issues -- grading policy, lateness policy, attendance policy, grade adjustments policy (curving – describe the circumstances which will lead to this), etc. Append suggested notice from Paul Menton Centre (500 Unicentre) for students needing accommodation (suggested text is appended, and has already been sent out electronically). Also make note of the Academic Writing Centre and Writing Tutorial Service (4th Floor, Library, 613-520-6632), the Student Academic Success Centre (SASC, 302 Tory, 613-520-7850) and the Learning Commons (4th Floor, Library, 613-520-2600, ext.1125).

Requests for Academic Accommodations

Please include the following text, provided by Equity Services, on all course outlines.

Academic Accommodation

You may need special arrangements to meet your academic obligations during the term because of disability, pregnancy or religious obligations. Please review the course outline promptly and 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.

Students with disabilities requiring academic accommodations in this course must register with the Paul Menton Centre for Students with Disabilities (PMC) for a formal evaluation of disability-related needs. Documented disabilities could include but are not limited to mobility/physical impairments, specific Learning Disabilities (LD), psychiatric/psychological disabilities, sensory disabilities, Attention Deficit Hyperactivity Disorder (ADHD), and chronic medical conditions. Registered PMC students are required to contact the PMC, 613-520-6608, every term to ensure that your Instructor receives your Letter of Accommodation, no later than two weeks before the first assignment is due or the first in-class test/midterm requiring accommodations. If you only require accommodations for your formally scheduled exam(s) in this course, please submit your request for accommodations to PMC by the last official day to withdraw from classes in each term.

You can visit the Equity Services website to view the policies and to obtain more detailed information on academic accommodation at <http://carleton.ca/equity/accommodation>

Appendix B – ASSISTANCE FOR STUDENTS

IF A STUDENT NEEDS ASSISTANCE WITH...	REFER TO...	CONTACT INFORMATION
<p>...understanding academic rules and regulations</p> <p>...choosing or changing their major</p> <p>...finding a tutor</p> <p>...academic planning guided by an Academic Advisor</p> <p>...polishing study skills</p>	<p>Student Academic Success Centre (SASC)</p> <p><i>"Helping students build a foundation for academic success by facilitating services that foster personal direction and academic competence"</i></p>	<p>302 Tory Building 613-520-7850 www.carleton.ca/sasc</p> <p>Students can call or drop in to make an appointment</p>
<p>...developing a coherent pattern of courses in the major and consultation about opportunities for graduate school</p>	<p>Undergraduate Program Advisors</p> <p>http://www2.carleton.ca/fass/current-students/undergraduate-program-advisors-2/</p>	<p>Consult the individual departmental website</p>
<p>...a learning disability</p>	<p>Paul Menton Centre</p> <p><i>"Integration, Individualization, Independence"</i></p>	<p>500 University Centre 613-520-6608 www.carleton.ca/pmc</p> <p>Students can call or drop in to make an appointment</p>
<p>...developing writing skills</p>	<p>Writing Tutorial Service</p>	<p>4th Floor, Library 613-520-6632 www.carleton.ca/wts</p>
<p>...peer assisted tutoring for pre-identified, notoriously difficult courses</p>	<p>Peer Assisted Study Sessions</p> <p><i>"PASS workshops integrate how-to-learn (study skills) with what-to-learn (course content) in a fun, relaxed environment."</i></p>	<p>Learning Support Services www.carleton.ca/sasc/pass_home/index.html</p>
<p>...polishing English conversation skills, or proof reading (International students only)</p>	<p>International Student Services Office</p>	<p>128 University Centre 613-520-6600 www.carleton.ca/isso/</p>
<p>...Library and Research help; Learning Support and IT support</p>	<p>Staff at MacOdrum Library (reference services desk)</p>	<p>http://www.library.carleton.ca/learning_commons/index.html 613-520-2735</p>

Privacy Protection: Best Practices for Faculty and Instructors

Under the *Freedom of Information and Protection of Privacy Act (FIPPA)*, the University is responsible for the security of students' personal information both on campus and off campus.

Here are some best practices that will help the University meet its privacy protection responsibilities:

SAVING FILES: Try to avoid saving student personal information to a local hard drive, memory stick or CD. Instead get in the habit of using the University provided network drives. The network drives are more secure. Contact CCS for more information. If your memory stick has the ability to set a password, please use it.

TRAVEL SECURITY: Information that is saved on a laptop, cell phone or other portable device is vulnerable to loss or theft. Please take extra precautions when working or travelling off campus. Password protect your laptop, cell phone and other portable devices.

WORKING at HOME: Try not to copy files containing personal information to your home PC. It is better to access your documents via the *MyCarleton* portal.

EMAIL SECURITY: Please use your Carleton email account for University business. Try to avoid sending files to or from outside accounts that may not have as high a level of security for all work related matters. Email users may sometimes forward messages to unintended recipients by accident. To avoid the possibility of this type of privacy breach, it is best not to use email to communicate highly sensitive personal information.

RETURNING STUDENT WORK: Avoid writing a student's grade on the outside of a test or assignment. Instead write the grade on an inside page. Do not leave assignments or tests unattended outside an office door.

POSTING of GRADES: The University strongly discourages the practice of posting grades with student numbers in public areas. Use *WebCT* to communicate grades to students confidentially. Please contact the EDC for more information, ext. 4433.

RETENTION of EXAMS and ASSIGNMENTS: The University requires departments to keep unclaimed marked assignments and examinations for one year.

INFORMATION FORMS: Whenever information is collected from students, the University is required to provide an official "notice of collection". If your department is asking students to provide personal information for a field trip or other activity, please have them sign a consent form located on the FIPPA website <http://www.carleton.ca/fippa>. Alternatively the department may wish to include these uses in a notice of collection managed by the department.

REFERENCE REQUESTS: It is recommended that any requests for references (academic and employment) be accompanied by a signed Third Party Release for Information. This can found on the website (<http://www.carleton.ca/fippa>)

QUESTIONS and CONCERNS: Questions or comments about these recommended practices may be addressed to:

Dr. Logan Atkinson
University Secretary
607A Robertson Hall
Carleton University
1125 Colonel By Drive
Ottawa ON Canada K1S 5B6
TEL 613.520.2600 ext 2082
FAX 613.520.3731

