

Carleton University

2022-2023

**The College of the Humanities: Religion  
Islam (RELI 2310)  
Fall Term**

Thursdays 8:35-11:25  
Location: Tory Building, Room 342

**Instructor:** Alyshea Cummins

Office Hours: Thursdays 11:30am-12:30pm

Office Location: TBD

Email: [alyshea.cummins@carleton.ca](mailto:alyshea.cummins@carleton.ca)

**Teaching Assistant:** TBD

Office Hours: By appointment

Email: [TBD](#)

**Description:** There are over 1.5 billion people around the world that identify as Muslim. With the rise of Islamophobia and anti-Muslim sentiment, knowledge of Muslims or ‘Muslim literacy’ is vital. This single semester course introduces the religion of Islam, while paying particular attention to gender, Muslim minorities, and contemporary social issues and debates. This course is designed for students wishing to gain introductory knowledge about Islam, its inherent and vast diversity, and how it inspires Muslims around the world today. Special attention is given to the study of Muslims in contemporary societies.

**Rationale:** This course is an introduction to the study of Islam, drawing on historical and contemporary examples.

**Learning Outcomes:** Although students will gain a basic understanding of some of the history, social contexts, beliefs, and practices of Islam, this course focuses on the contemporary construction of Muslim identities and contemporary social issues and debates. Using a contextual approach and religious literacy as a framework, students will develop the ability to observe religion as existing in complex cultural matrixes and how this then affects political, cultural, social, and lived expressions of religion across space and time. This framework also enables the student to recognize personal situated-ness and personal bias in confronting religious phenomena. Finally, through weekly discussions, in-class activities, and assignments, students will develop skills to express their ideas confidently at a university level and support those ideas with evidence from the lectures, readings, and case studies.

**Welcoming Classroom Commitment:** We each come from diverse backgrounds and experiences, and we will inevitably approach discussions and the subject matter in unique ways. Throughout the course we will collectively try to make sure that everyone feels safe and respected when presenting their ideas and understandings about course content. We will be respectful towards one another and do our best to reflect on our own biases and assumptions in order to make space for diverse views and ways of thinking.

**Class Time:** Each class will include a lecture and group discussions on the lecture and readings for that day. In addition, there will be various in-class assignments and activities to engage further with class material; these will count towards your participation grade.

Come to class. Attending class is the single most important thing you can do to achieve good results and attendance will be used in assigning a grade.

**Instruments of Evaluation:** The Evaluation Procedures of the university are described in the Undergraduate Calendar. Final grades are subject to the Dean's approval and are not official until that approval has been received. There are three instruments of evaluation plus potential bonus marks. As stated in the Academic Regulations of the University, Section 2.1: “To obtain credit in a course, students must meet all the course requirements for attendance, term work and examinations as published in the course outline.”

**Instruments of Evaluation Summary:**

Assignments	45%	Oct 3 Nov 7 Dec 5
Participation	20%	Each Week
Final Exam	35%	<b>During the exam period</b>
<b>*BONUS MARKS</b>	<b>2%</b>	<b>*Due Friday Dec 2</b>

***Assignments (45%)***

- There will be a total of three assignments, each worth 15%
  1. Critical Reflection Essay (due Monday Oct 3 at 11:59pm EST)
  2. Infographic (due Monday Nov 7 at 11:59pm EST)
  3. Case Study (due Monday Dec 5 at 11:59pm EST)
- Assignment Instructions and Rubrics can be found on Brightspace

**NOTE:** Late Assignments are subject to a **-0.5-point** penalty each day they are late and will not be accepted for grading 5 days after the deadline.

***Participation (20%)***

- Every Thursday the class meets in-person for lectures, discussions, and activities
- Students are expected to read the required readings prior to each meeting
- Students will earn marks for their participation in discussions and activities (not attendance)
- Students can make up for missed classes by participating in in-class discussions
- See the Class Schedule on Page 5 for more details

***Final Exam (35%)***

- The final exam is cumulative and will be held during the examination period
- Discussions, in-class activities, and Assignments will help to prepare students for the final exam
- The format will be provided at the end of November
- The exam is closed book. More details will be given closer to the date

- **Please note** that in the event that the final examination has to be administered online due to public health regulations, it will be proctored using a remote proctoring service provided by Scheduling and Examination Services. You can find more information at <https://carleton.ca/ses/e-proctoring/>.

### ***Bonus Marks (+2%):***

**Extra Credit Assignment (ECA):** The ECA allows students to earn up to 2% on top of their final grade and/or make up for missed quizzes. To participate, students must attend an authorized public university lecture (online or in-person) on the topic of religion and write a short critical reflection on the content (see Instructions and Rubric on Brightspace). Students must submit their ECA 1-week after the posted event.

**NOTE:** Late Assignments are subject to a -.5-point penalty each day they are late and will not be accepted for grading 5 days after the deadline. The final day to submit an ECA is **Friday December 2, 2022**

### **Required Readings**

#### ***Textbook***

Nasr, Seyyed Hossein. *Ideals and Realities of Islam*. Revised Edition. Allen and Unwin, 2000.

The textbook is available at the Bookstore and they price match.

#### ***Additional Readings***

A list of Required Readings can be found in the Course Schedule beginning on page 5. All readings can be accessed through Brightspace. Additional readings will be posted on Brightspace and may include PDFs, links to online sources, and Multi-Media Readings. See the respective module for full list of required readings.

**SCHEDULE of CLASSES, READINGS and ASSIGNMENTS**

**WEEK 1**

September 8

**Course Overview and Introduction to Islam**

Review of the Course Syllabus and Instruments of Evaluation

**Student Introductions:** In-class introductions

**READ:**

“Islam: The Last Religion and the Primordial Religion – its Universal and Particular Traits,” in Nasr, Seyyed Hossein. *Ideals and Realities of Islam*. Revised Edition. Allen and Unwin, 2000. (pp. 1-28)

**COMPLETE:** Syllabus Quiz

**WEEK 2**

September 15

**Module 1**

**Religious Literacy in the Context of Islamophobia**

**READ:**

Ali S. Asani. “[Enhancing Religious Literacy in a Liberal Arts Education through the Study of Islam and Muslim Societies](#),” (pp. 1-31) in Shephard, Jennifer M., Kosslyn, Stephen Michael, and Hammonds, Evelyn Maxine. (eds). *The Harvard Sampler: Liberal Education for the Twenty-First Century*. Cambridge: Harvard University Press, 2011.

See Brightspace for additional links to online readings.

**WEEK 3**

September 22

**Module 2**

**Pre-Islamic Arabia and Mohammed**

**READ:**

“Chapter 1: There is no God but Allah...,” in Waines, David. *An Introduction to Islam*. 2nd ed. Cambridge :: Cambridge University Press, 2003.

“Chapter 2: Muhammad and the Beginnings of a Muslim Community,” in Alexander Knysh. 2017. *Islam in Historical Perspective*. Vol. 2nd. edition. New York: Routledge.

**WEEK 4**

September 29

**Module 3**

**The Quran: As a Sacred Text and Source of Inspiration**

**READ:**

“The Qur’an: The Word of God, the Source of Knowledge, and Action,” in Nasr, Seyyed Hossein. *Ideals and Realities of Islam*. Revised Edition. Allen and Unwin, 2000. (pp. 29-56)

**ASSIGNMENT #1 – Due at 23:59, Monday October 3**

**WEEK 5**

October 6

**Module 4**

**Traditions of Authority: Sunna & Hadith**

**READ:**

“The Prophet and the Prophetic Tradition,” in Nasr, Seyyed Hossein. *Ideals and Realities of Islam*. Revised Edition. Allen and Unwin, 2000. (pp. 57-84)

**WEEK 6**

October 13

**Module 5**

**Muslim Diversity: Sunni, Shi’a, and Sufi**

**READ:**

“Sunnism and Shi’ism – Twelve-Imam Shi’ism and Ismailism,” in Nasr, Seyyed Hossein. *Ideals and Realities of Islam*. Revised Edition. Allen and Unwin, 2000. (pp. 141-174)

**WEEK 7**

October 20

**Module 6**

**Shariah, Tariqah, and Islamic Jurisprudence**

**READ:**

“Shari’ah – Divine Law: Social and Human Norm,” in Nasr, Seyyed Hossein. *Ideals and Realities of Islam*. Revised Edition. Allen and Unwin, 2000. (pp. 85-114).

“The Tariqah – the Spiritual Path and its Quranic Roots,” in Nasr, Seyyed Hossein. *Ideals and Realities of Islam*. Revised Edition. Allen and Unwin, 2000. (pp. 115-140).

**FILM:** Longinotto, Kim., Ziba. Mir-Hosseini, Joanna. Rosenthal, and Barry. Vince. *Divorce Iranian Style*. New York: Women Make Movies, 2003.

**WEEK 8**

**READING WEEK: October 24-28**

**WEEK 9**

November 3

**Module 7**

**Feminism and Islam**

**READ:**

Fatima Mernissi. “A Feminist Interpretation of Women’s’ Rights in Islam,” In *Liberal Islam: A Sourcebook*, edited by Charles Kurzman. Oxford University Press, 1998. (pp. 112-126).

Amina Wadud-Muhsin. “Qur’an and Women,” In *Liberal Islam: A Sourcebook*, edited by Charles Kurzman. Oxford University Press, 1998. (pp. 127-138).

**FILM:** *Me and the Mosque*



ASSIGNMENT #2 – Due at 23:59, Monday November 7

**WEEK 10**

November 10

**Module 8**

**Modernizing Islam: The Case of India**

**READ:**

Mohammad Iqbal. “The Principle of Movement in the Structure of Islam,” In *Liberal Islam: A Sourcebook*, edited by Charles Kurzman. Oxford University Press, 1998. (pp. 255-269).

Sayyid Ahmad Khan. “Lecture on Islam,” In *Modernist Islam, 1840-1940: A Sourcebook*, edited by Kurzman, Charles. Oxford University Press, 2002. (pp.291-303).

**WEEK 11**

November 17

**Module 9**

**Muslims in the Media**

**READ:**

Eid, Mahmoud, and Karim H. Karim. “Ten Years after 9/11—What Have We Learned.” *Global Media Journal* 4, no. 2 (2011): 1–12.

**WEEK 12**

November 24

**Module 10**

**Takfirism and Violent Muslim Extremism**

**READ:**

See Brightspace for Multi-Media Reading.

**WEEK 13**

December 1

**Module 11**

**Canadian Muslim Identities**

**READ:**

Peter Beyer. “Chapter 5: From Atheism to Open Religiosity: Muslim Men,” in Beyer, Peter, and Rubina Ramji, eds. *Growing Up Canadian: Muslims, Hindus, Buddhists*. McGill-Queen’s Press - MQUP, 2013. (pp. 74-111)

Rubina Ramji. “Chapter 6: A Variable but Convergent Islam: Muslim Women,” in Beyer, Peter, and Rubina Ramji, eds. *Growing Up Canadian: Muslims, Hindus, Buddhists*. McGill-Queen’s Press - MQUP, 2013. (pp. 112-144)

**ASSIGNMENT #3 – Due at 23:59, Monday December 5**

**WEEK 14**

December 8

**Final Class Meeting**

**Exam Discussion**

## FAQs

1. ***Do I have to attend class?*** Yes. Students are expected to attend class every Thursday at 8:35 am EST. Students earn marks for their participation in class.
2. ***Is there a textbook?*** Yes, there is a textbook, which can be purchased at the bookstore, and other required reading, which can be accessed on Brightspace. See the course schedule for the complete list.
3. ***Are there any assignments to complete?*** Yes. There are a total of three Assignments, each worth 15% of your final grade. Late Assignments will be subject to a late penalty of -.5 points each day it is late. Late Assignments will not be accepted after 5 days.
4. ***Is there a Final Exam?*** Yes. The final exam will be held in-person during the exam period. In the event that the university has to close due to public health regulations, it will be administered online and will be e-proctored. It is closed book. More details will be given closer to date.
5. ***Can I earn bonus marks in this class?*** Yes, students can complete one Extra-Credit Assignment (ECA) to earn up to 2% on top of their final grade.
6. ***What if I miss a Class?*** If a student misses a class, they make up by participating in in-class discussions.
7. ***What is the best way to reach you?*** By email, Office hours, or the “Ask the Instructor Q&A” online forum on Brightspace.

## Academic Regulations, Accommodations, Plagiarism, Etc.

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

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

## 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](mailto: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).

\*The deadline for contacting the Paul Menton Centre regarding accommodation for December examinations (Fall) is **November 11, 2022** and for April examinations (Winter) is **March 15, 2023**.

## Plagiarism

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

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own; and
- failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use quotations marks.

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

## **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>

## Pandemic Measures

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

**Feeling sick?** Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you should follow Carleton's [symptom reporting protocols](#).

**Masks:** Masks are no longer mandatory in university buildings and facilities. However, we continue to recommend masking when indoors, particularly if physical distancing cannot be maintained. We are aware that personal preferences regarding optional mask use will vary greatly, and we ask that we all show consideration and care for each other during this transition.

**Vaccines:** While proof of vaccination is no longer required to access campus or participate in in-person Carleton activities, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see

the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca).

## **Academic Accommodations**

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

**Pregnancy obligation:** Please contact your instructor 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:** Please contact your instructor 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](#).

## **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. Please contact your instructor 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>

## Fall 2022 Dates and Deadlines

August 31, 2022	Deadline for course outlines to be made available to students registered in full fall, early fall and fall/winter courses.
September 5, 2022	Statutory holiday. University closed.
September 6, 2022	Academic orientation (undergraduate and graduate students). Orientation for new Teaching Assistants.
September 7, 2022	Fall term begins. Full fall, early fall, and fall/winter classes begin.
September 20, 2022	Last day for registration and course changes (including auditing) in full fall, late fall, and fall/winter courses.
September 23-25, 2022	Full summer and late summer term deferred final examinations will be held.
September 30, 2022	Last day to withdraw from full fall and fall/winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
October 7, 2022	December examination schedule (fall term final and fall/winter mid-terms) available online.
October 10, 2022	Statutory holiday. University closed.
October 24-28, 2022	Fall break, no classes.
November 11, 2022	Last day to request Formal Examination Accommodation Forms for December full fall and late fall final examinations and fall/winter midterm examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
November 15, 2022	Last day for academic withdrawal from full fall and late fall courses
November 25, 2022	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in full fall term or fall/winter undergraduate courses, before the official December final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).



## SYLLABUS – RELI 2310

December 9, 2022	<p>Fall term ends.</p> <p>Last day of full fall and late fall classes.</p> <p>Classes follow a Monday schedule (full fall and fall/winter courses only).</p> <p>Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.</p> <p>Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for full and late fall courses.</p>
December 10-22, 2022	<p>Final examinations in full fall and late fall courses and mid-term examinations in fall/winter courses will be held. Examinations are normally held all seven days of the week.</p>
December 22, 2022	<p>All final take-home examinations are due on this day, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.</p>
December 25, 2022 through January 3, 2023 inclusive	<p>University closed.</p>
<p>Winter 2023 Dates and Deadlines</p>	
January 2, 2023	<p>Deadline for course outlines to be made available to students registered in full winter and early winter term courses.</p>
January 4, 2023	<p>University reopens.</p>
January 9, 2023	<p>Winter term begins. Full winter and early winter classes begin.</p>
January 20-22, 27-29, 2023	<p>Full fall and late fall term deferred final examinations will be held.</p>
January 31, 2023	<p>Last day to withdraw from full winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.</p>

## SYLLABUS – RELI 2310

February 17, 2023	April examination schedule available online.
February 20, 2023	Statutory holiday. University closed.
February 20-24, 2023	Winter break, no classes.
March 15, 2023	<p>Last day for academic withdrawal from full winter, late winter, and fall/winter courses.</p> <p>Last day to request Formal Examination Accommodation Forms for April full winter, late winter, and fall/winter final examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.</p>
March 29, 2023	<p>Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in full winter term or fall/winter undergraduate courses, before the official April final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).</p>
April 7, 2023	Statutory holiday. University closed.
April 12, 2023	<p>Winter term ends.</p> <p>Last day of full winter, late winter, and fall/winter classes.</p> <p>Classes follow a Friday schedule (full winter and late winter courses).</p> <p>Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.</p> <p>Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for full winter and late winter courses.</p>
April 13-14, 2023	No classes or examinations take place.
April 15-27, 2023	Final examinations in full winter, late winter, and fall/winter courses will be held. Examinations are normally held all seven days of the week.

## SYLLABUS – RELI 2310

April 27, 2023

All final take-home examinations are due on this day, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.

May 19-31, 2023

Full winter, late winter, and fall/winter deferred final examinations will be held.



# Humanities

## 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 (updated June 2021)

**Plagiarism** is presenting, whether intentionally or not, the ideas, expression of ideas, or work of others as one's own.

Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

**Examples of plagiarism** include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms,

formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;

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

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 Policy](#)

[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:

#### Religious Accommodation

Please contact your instructor 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, please review the [Student Guide to Academic Accommodation](#).

#### Pregnancy Accommodation

Please contact your instructor 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, please review the [Student Guide to Academic Accommodation](#).

### **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 the [Equity and Inclusive Communities website](#).

### **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 must be provided to students who compete or perform at the national or international level. Please contact your instructor 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, see the [Senate Policy on Accommodation for Student Activities](#).

### **Academic Accommodations for Students with Disabilities**

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC 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 your instructor as soon as possible to ensure accommodation arrangements are made. For more details, visit the [Paul Menton Centre website](#).

## **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.

## Department Contact Information

*Bachelor of the Humanities* 300 Paterson Hall  
[CollegeOfHumanities@cunet.carleton.ca](mailto:CollegeOfHumanities@cunet.carleton.ca)

*Greek and Roman Studies* 300 Paterson Hall  
[GreekAndRomanStudies@cunet.carleton.ca](mailto:GreekAndRomanStudies@cunet.carleton.ca)

*Religion* 2A39 Paterson Hall  
[Religion@cunet.carleton.ca](mailto:Religion@cunet.carleton.ca)

*Digital Humanities (Graduate)* 2A39 Paterson Hall  
[digitalhumanities@carleton.ca](mailto:digitalhumanities@carleton.ca)

*Digital Humanities (Undergraduate Minor)* 300 Paterson Hall  
[digitalhumanities@carleton.ca](mailto:digitalhumanities@carleton.ca)

*MEMS (Undergraduate Minor)* 300 Paterson Hall  
[CollegeOfHumanities@cunet.carleton.ca](mailto:CollegeOfHumanities@cunet.carleton.ca)