

CARLETON UNIVERSITY
DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY
RELIGION PROGRAM, COLLEGE OF THE
HUMANITIES

ANTH 2550 / RELI 2736
2023 FALL TERM
RELIGION AND SOCIETY

Thursdays, 8:35-11:25
Location: Mackenzie Building, Room 4499

Instructor:

Alyshea Cummins
Office Hours: Thursdays, 11:30-12:30
(or by appointment)
Office Location: PA310a
Email: alyshea.cummins@carleton.ca

Teaching Assistants:

TBD

Description: (as per the Undergraduate Calendar) Cross-cultural survey of religious institutions, focusing on theories and methodologies in the study of religion. Topics may include myth, totemism, cults, ritual, belief systems, altered states of consciousness, new religious and/or new age movements and the relationship of religion with other social institutions and processes.

Rationale: This course is an introductory survey of anthropological approaches to the study of religion. It traces the historical development of the subdiscipline, reviews the major theoretical perspectives, reviews the basic conceptual vocabulary, and discusses some of the issues and problems in research methodology.

Learning Outcomes: This course aims to give students a broad understanding of the study of religion in its social context. Through the lectures, readings, videos, and selected case studies we will investigate the role of religion in shaping society and how society, in turn, shapes religion. Students taking this course will learn disciplinary vocabulary associated with the religion(s) studied in this course. They will also be able to recognize personal situated-ness and personal bias in confronting religious phenomena. Through class discussions, students will gain confidence in presenting, arguing, and defending their ideas while engaging with course content. Through assignments, students will develop their ability to write coherent English prose at a university level. Further, students taking this course will be able to distinguish different methods of increasing knowledge in the field of the study of religion, including historical (largely based on texts) and social scientific (largely based on field work).

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.

Algonquin 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.

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:

Participation	20%	During Class
Quizzes	30%	Each Module
Research Project	50%	Oct 10 (10%) Nov 13 (20%) Dec 4 (20%)
*BONUS MARKS	+3%	*Due Friday Dec 8

Participation (20%)

- The class meets every Thursday
- Students are expected to complete the readings prior to each meeting
- Students will earn marks for their participation in class activities and discussions (participation is recorded through group submissions)
- There will be a total of 11 class modules and students only need to participate in 10 of those classes
- See the Class Schedule on Page 6 for more details

NOTE: There are no makeups for missed classes, however extra credit opportunities will be made available and will be announced on Brightspace (see bonus marks).

Weekly Quizzes (30%):

- Weekly quizzes gauge your attentiveness
- There will be a total of 11 Quizzes and the best 10 will count towards the final grade
- Quizzes can be found in each Learning Module and completed on Brightspace
- Available each Monday (except on holidays) until 23:59 EDT each following Monday except for Modules 5 and 6 (see Schedule on page 6 of Syllabus for more details)

NOTE: There are no makeups for quizzes, however extra credit opportunities will be made available and will be announced on Brightspace (see Bonus Marks).

Research Project (50%)

- There are a total of three components related to the Research Project
 1. Outline & Annotated Bibliography (10%; due Tuesday Oct 10 at 11:59pm EDT)
 2. Research Paper (20%; due Monday Nov 13 at 11:59pm EDT)
 3. Infographic (20%; due Monday Dec 4 at 11:59pm EDT)
- Instructions and Rubrics can be found on Brightspace

NOTE: Late submissions are subject to a **3%** penalty each day they are late and will not be accepted for grading 5 days after the deadline.

Bonus Marks (+3%):

Extra Credit Assignment (ECA): The ECA allows students to earn up to 3% on top of their final grade and/or make up for missed quizzes. To participate, students must attend an approved 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. Eligible events will be posted on the “Extra-Credit Opportunities” discussion forum on Brightspace.

There will also be a final opportunity on December 7th to make up for a missed class and also earn up to 3% by completing an ECA on their experience (optional). Due date for this ECA is December 8th at midnight. See the course schedule for more details.

NOTE: Please email the professor if you are doing an ECA to replace a quiz grade. Late Assignments are subject to a **3%** 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 8, 2023**

Required Readings

Textbook

Stein, Rebecca L. and Philip L. Stein. 2011. The Anthropology of Religion, Magic and Witchcraft, 4th edition. Allyn and Bacon, Boston.

Note: The Textbook is available for purchase at the University Bookstore and on hold at the library. There is also an online version available through the library but it is limited to 6 simultaneous users.

This text was designed for courses like this. It is very strong in ethnography, case studies, and the presentation of the conceptual vocabulary of anthropology of religion.

Additional Readings

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.

FAQs

1. **Do I have to attend live meetings?** Yes. Students are expected to attend class every Thursday from 8:35-11:25.
2. **Do I need the textbook?** Yes. There is a free online version available through the Carleton Library, but access is limited to 6 students. The textbook can also be ordered online through the University Bookstore (they price match).
3. **Are there any weekly activities that I need to complete?** Yes. Each module requires you to complete a quiz and participate in class activities and discussions. See Brightspace for a complete list of all required readings, videos, and activities.
4. **Are there any assignments to complete?** Yes. There is a Research Project for this course which has three components: an outline and annotated bibliography (10%), a research paper (20%), and an infographic (20%). Late submissions will be subject to a late penalty of **3%** each day it is late. Late submissions will not be accepted after 5 days.
5. **Is there a final exam?** No. There is no final exam but there is a Research Project that comprises 50% of your final grade.
6. **Can I earn bonus marks in this class?** Yes, students can complete one Extra-Credit Assignment (ECA) to earn up to 3% on top of their final grade. Students can also complete additional ECAs if they missed a quiz. See Brightspace for more details.
7. **What if I miss a Quiz or a class?** If a student misses a quiz, they can complete an ECA to replace the missed quiz. Students can also make up for a missed class by attending the Experiential Learning component on Dec 7. See details on Brightspace.
8. **What is the best way to reach you?** Email, Office Hours, or the “Ask the Instructor Q&A” online forum on Brightspace.

SCHEDULE of CLASSES, READINGS, and ACTIVITIES

WEEK 1

Class: September 7

Welcome!

Review of the Course Syllabus and Instruments of Evaluation

Syllabus Quiz: Must be completed to access course modules

Online Student Forum: Introduce yourself in the Student Forum on Brightspace

WEEK 2

Class: September 14

Module 1

Studying Religion

READ: Stein & Stein chapter 1 – “The Anthropological Study of Religion”

COMPLETE: Module 1 on Brightspace

QUIZ #1 – Open on Brightspace until 23:59, Monday 09/18

WEEK 3

Class: September 21

Module 2

Importance of Myths

READ: Stein & Stein chapter 2 – “Mythology”

COMPLETE: Module 2 on Brightspace

QUIZ #2 – Open on Brightspace until 23:59, Monday 09/25

SYLLABUS – RELI2736 / ANTH2550

WEEK 4

Class: September 28

Module 3

Religious Symbols

READ: Stein & Stein chapter 3 – “Religious Symbols”

COMPLETE: Module 3 on Brightspace

QUIZ #3 – Open on Brightspace until 23:59, Monday 10/02

WEEK 5

Class: October 5

Module 4

Religious Rituals

READ: Stein & Stein chapter 4 – “Ritual” – rites of passage

COMPLETE: Module 4 on Brightspace

*QUIZ #4 – Open on Brightspace until 23:59, Tuesday 10/10

Outline & Annotated Bibliography (10%) – Due at 23:59, Tuesday 10/10

WEEK 6

Class: October 12

Module 5

Religious Experience

READ: Stein & Stein chapter 5 – “Altered States of Consciousness”

COMPLETE: Module 5 on Brightspace

QUIZ #5 – Open on Brightspace until 23:59, Monday 10/16

SYLLABUS – RELI2736 / ANTH2550

WEEK 7

Class: October 19

Module 6

Religious Authorities

READ: Stein & Stein chapters 6 – “Religious Specialists” – shamanism

COMPLETE: Module 6 on Brightspace

QUIZ #6 – Open on Brightspace until 23:59, Friday 10/20

WEEK 8

READING WEEK: October 23-27

WEEK 9

Class: November 2

Module 7

Magic and Society

READ: Stein & Stein chapter 7 – “Magic and Divination”

COMPLETE: Module 7 on Brightspace

QUIZ #7 – Open on Brightspace until 23:59, Monday 11/06

WEEK 10

Class: November 9

Module 8

Death and the Afterlife

READ: Stein & Stein chapter 8 – “Souls, Ghosts, and Death”

COMPLETE: Module 8 on Brightspace

QUIZ #8 – Open on Brightspace until 23:59, Monday 11/13

SYLLABUS – RELI2736 / ANTH2550

Research Paper (20%) – Due at 23:59, Monday 11/13

WEEK 11

Class: November 16

Module 9

God(s) and Society

READ: Stein & Stein chapter 9 – “Gods and Spirits”

COMPLETE: Module 9 on Brightspace

QUIZ #9 – Open on Brightspace until 23:59, Monday 11/20

WEEK 12

Class: November 23

Module 10

Witchcraft and Society

READ: Stein & Stein chapter 10 – “Witchcraft”

COMPLETE: Module 10 on Brightspace

QUIZ #10 – Open on Brightspace until 23:59, Monday 11/27

WEEK 13

Class: November 30

Module 11

A Changing Landscape

READ: Stein & Stein chapter 11 – “The Search for New Meaning”

READ: Stein & Stein chapter 12 – “Religion, Conflict, and Peace”

COMPLETE: Module 11 on Brightspace

QUIZ #11 – Open on Brightspace until 23:59, Monday 12/04

Infographic (20%) – Due at 23:59, Monday 12/04

WEEK 14

Class: December 7

Final Class Meeting (Optional)

Experiential Learning Bonus Activity

Topic: Indigenous Knowledge

Time: 9:30-11am

Location: Carleton Art Gallery

By taking part in this activity students can make up for a missed class.

Additionally, students who participate can complete the bonus assignment and earn up to 3% on top of their final grade.

Extra-Credit Assignments are due December 8th at midnight.

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 for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send 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*).

*The deadline for contacting the Paul Menton Centre regarding accommodation for December examinations (Fall) is **November 15, 2023**.

For Religious Obligations:

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, visit the Equity Services website: www.carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

For Pregnancy:

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, visit the Equity Services website: www.carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

For 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: www.carleton.ca/sexual-violence-support

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. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

Plagiarism

Plagiarism is the passing off of someone else's work as your own and is a serious academic offence. For the details of what constitutes plagiarism, the potential penalties and the procedures refer to the section on Instructional Offences in the Undergraduate Calendar. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy (See <https://carleton.ca/registrar/academic-integrity/>). The Policy is strictly enforced and is binding on all students. Academic dishonesty in any form will not be tolerated. Students who infringe the Policy may be subject to one of several penalties.

What are the Penalties for Plagiarism?

A student found to have plagiarized an assignment may be subject to one of several penalties including but not limited to: a grade of zero, a failure or a reduced grade for the piece of academic work; reduction of final grade in the course; completion of a remediation process; resubmission of academic work; withdrawal from course(s); suspension from a program of study; a letter of reprimand.

What are the Procedures?

All allegations of plagiarism are reported to the faculty of Dean of FASS and Management. Documentation is prepared by instructors and departmental chairs. The Dean writes to the student and the University Ombudsperson about the alleged plagiarism. The Dean reviews the allegation. If it is not resolved at this level then it is referred to a tribunal appointed by the Senate.

Assistance for Students:

Academic and Career Development Services: <https://carleton.ca/career/>

Writing Services: <http://www.carleton.ca/csas/writing-services/>

Peer Assisted Study Sessions (PASS): <https://carleton.ca/csas/group-support/pass/>

Important Information:

- Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).
- Students must always retain a hard copy of all work that is submitted.
- 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.

- Carleton University is committed to protecting the privacy of those who study or work here (currently and formerly). To that end, Carleton’s Privacy Office seeks to encourage the implementation of the privacy provisions of Ontario’s *Freedom of Information and Protection of Privacy Act* (FIPPA) within the university.
- In accordance with FIPPA, please ensure all communication with staff/faculty is via your Carleton email account. To get your Carleton Email you will need to activate your [MyCarletonOne account](#) through Carleton Central. Once you have activated your MyCarletonOne account, log into the [MyCarleton Portal](#).
- Please note that you will be able to link your MyCarletonOne account to other non-MyCarletonOne accounts and receive emails from us. However, for us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid MyCarletonOne address. Therefore, it would be easier to respond to your inquiries if you would send all email from your connect account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://students.carleton.ca/>

Important Dates and Deadlines: Fall 2023

August 29, 2023: Deadline for course outlines to be made available to students registered in full fall, early fall, and fall/winter courses.

September 1, 2023: Last day for receipt of applications from potential fall (November) graduates.

September 4, 2023: Statutory holiday. University closed.

September 5, 2023: Academic orientation (undergraduate and graduate students).
Orientation for new Teaching Assistants.
All new students are expected to be on campus. Class and laboratory preparations, departmental introductions for students, and other academic preparation activities will be held.

September 6, 2023: Fall term begins. Full fall, early fall, and fall/winter classes begin.

September 12, 2023: Last day for registration and course changes (including auditing) in early fall courses.

September 19, 2023: Last day for registration and course changes (including auditing) in full fall, late fall, and fall/winter courses.
Last day to withdraw from early fall courses with a full fee adjustment.

Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in fall 2023 and must register for the fall 2023 term.

September 22-24, 2023: Full summer and late summer term deferred final examinations will be held.

September 30, 2023: Last day to withdraw from full fall and fall/winter courses with a full fee adjustment.

October 1, 2023: Last day for academic withdrawal from early fall courses.

October 6, 2023: December examination schedule (fall term final and fall/winter mid-terms) available online.

October 9, 2023: Statutory holiday. University closed.

October 13, 2023: Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in early fall term undergraduate courses, before the official Oct/Nov final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).

October 15, 2023: Last day for receipt of applications for admission to an undergraduate degree program for the winter term from applicants whose documents originate from outside Canada or the United States.

October 20, 2023: Last day of early fall classes.

October 27, 2023: Last day for final take-home examinations to be assigned in early fall courses, 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.

October 31, 2023: Last day that can be specified by a course instructor as a due date for term work for early fall courses.

October 23, 2023: Deadline for course outlines to be made available to students registered in late fall courses.

October 23-27, 2023: Fall break, no classes.

October 28-29,

November 4-5, 2023: Final examinations in early fall undergraduate courses will be held.

October 30, 2023: Late fall classes begin.

November 10, 2023: Last day to withdraw from late fall term courses with a full fee adjustment.

November 15, 2023: Last day for academic withdrawal from full fall and late fall courses.

Last day to request Formal Examination Accommodations for December full fall and late fall examinations and fall/winter midterm examinations from the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.

Last day for receipt of applications for admission to an undergraduate degree program for the winter term.

November 17-19, 2023: Early fall undergraduate deferred final examinations will be held.

November 24, 2023: 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).

December 1, 2023: Last day for receipt of applications from potential winter (February) graduates.

Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.

Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in late fall term undergraduate courses, before the official final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).

December 8, 2023: Fall term ends.

Last day of full fall and late fall classes.

Classes follow a Monday schedule.

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.

Last day that can be specified by an instructor as a due date for term work for full and late fall courses.

Last day for receipt of applications for undergraduate degree program transfers for winter term.

December 9, 2023: No classes or examinations take place.

December 10-22, 2023: 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.

December 22, 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.

December 25,
2023 through
January 3, 2024
inclusive: University closed.

University Regulations for All College of the Humanities Courses

Tuesday, July
4, 2023

Academic Dates and Deadlines

This schedule contains the dates prescribed by the University Senate for academic activities. Dates relating to fee payment, cancellation of course selections, late charges,

and other fees or charges will be published in the Important Dates and Deadlines section of the Registration Website.

Copies of Written Work Submitted

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

Online Learning Resources

[On this page](#), you will find resources collected by Carleton Online to help you succeed in your online courses; Learning Strategies and Best Practices, Study Skills, Technology and Online Interaction and Engagement.

Academic Integrity Policy

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

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

Examples of plagiarism include, but are not limited to:

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

Co-operation or Collaboration

An important and valuable component of the learning process is the progress a student can make as a result of interacting with other students. In struggling together to master similar concepts and problems and in being exposed to each other's views and approaches, a group of students can enhance and speed up the learning process. Carleton University encourages students to benefit from these activities which will not generally be viewed as a violation of the Policy. With the exception of tests and examinations, instructors will not normally limit these interactions.

Students shall not co-operate or collaborate on academic work when the instructor has indicated that the work is to be completed on an individual basis. Failure to follow the instructor's directions in this regard is a violation of the standards of academic integrity. Unless otherwise indicated, students shall not co-operate or collaborate in the completion of a test or examination.

Group Work: There are many cases where students are expected or required to work in groups to complete a course requirement. Normally, students are not responsible for violations of this policy committed by other members of a group in which they participate.

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

Academic Accommodation Policy

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

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

Addressing Human Rights Concerns

The University and all members of the University community share responsibility for ensuring that the

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

Requests for Academic Accommodation

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

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

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

Academic Accommodations for Students with Disabilities: [The Paul Menton Centre for Students with](#)

[Disabilities \(PMC\)](#) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).

Survivors of Sexual Violence

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

<https://carleton.ca/equity/sexual-assault-support-services>

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation will be provided to students who compete or perform at the national or international level. Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/SCCASP-Accommodation-for-Student-Activities-Cleancopy-final-Sept-2022-2.pdf>

Grading System at Carleton University

Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points and the percentage conversion can be

found [here](#). Grade points indicated are for courses with 1.0 credit value. Where the course credit is greater or less than one credit, the grade points are adjusted proportionately.

Course Sharing Websites and Copyright

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

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

Student Rights and Responsibilities at Carleton

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

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

Deferred Term Work

In some situations, students are unable to complete term work because of short-term incapacitation (illness, injury, emergency, or other circumstances beyond their control) which forces them to delay submission of the work.

1. Students who claim incapacitation as a reason for missed term work are held responsible for immediately informing the instructor concerned and for making alternate arrangements with the instructor. If the instructor requires supporting documentation, the instructor may only request submission of the University's self-declaration form, which is available on the [Registrar's Office website](#). The alternate arrangement must be made before the last day of classes in the term as published in the academic schedule. Normally, any deferred term work will be completed by the last day of term. In all cases, formative evaluations providing feedback to the student should be replaced with formative evaluations. In the event the

altered due date must extend beyond the last day of classes in the term, the instructor will assign a grade of zero for the work not submitted and submit the student's earned grade accordingly; the instructor may submit a change of grade at a later date. Term work cannot be deferred by the Registrar.

2. In cases where a student is not able to complete term work due to illness or injury for a significant period of time/or long-term, the instructor and/or student may elect to consult with the Registrar's Office (undergraduate courses) or Graduate Registrar (graduate courses) to determine appropriate action.
3. If a student is concerned the instructor did not respond to the request for academic accommodation or did not provide reasonable accommodation, the student should consult with the department/school/institute chair/director. If a mutually agreeable accommodation to complete course requirements prior to the course grade submission deadline cannot be achieved, the Associate Dean will become involved. If academic accommodation is not granted, and the student receives word **after** the academic withdrawal deadline, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Registrar (graduate courses) for a final grade of WDN (Withdrawn) in the course(s). If academic accommodation is not granted, and the student receives word **prior** to the academic withdrawal deadline, the student may elect to withdraw from the course(s).
4. Furthermore, if academic accommodation is granted, but the student is unable to complete the accommodation according to the terms set out by the instructor as a result of further illness, injury or extraordinary circumstances beyond their control, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Registrar (graduate courses). Please note, however, that the course instructor will be required to submit an earned final grade and further consideration will only be reviewed according to established precedents and deadlines. [More information.](#)

Deferred Final Exams

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

The application for a deferral must:

1. be made in writing to the Registrar's Office no later than three (3) working days after the original final examination or the due date of the take-home examination; and,
2. be fully supported by appropriate documentation. In cases of short-term incapacitation normally lasting no more than 10 days, students must include the

University's self-declaration form, which can be found on [the Registrar's Office website](#). Additional documentation is required in cases of incapacitation lasting longer than 10 days and must be supported by a medical note specifying the date of onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination. The University's preferred medical form can be found at the Registrar's Office [here](#).

Financial vs. Academic Withdrawal

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

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

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

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

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

Mental Health and Wellness at Carleton

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

[Counselling](#)

[Residence Counselling](#)

[Supporting Your Mental Health](#)

Get Help Now

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

If in crisis call:

Counselling Services: 613-520-6674 (press 2) *Monday-Friday, 8:30 a.m. – 4:30 p.m.*

After Hours

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

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

The Centre for Indigenous Support and Community Engagement

The Centre for Indigenous Initiatives is proud to offer culturally centered individual counselling to students who self-identify as First Nation, Metis or Inuk. Through this service, Indigenous students can access confidential, individual sessions for support with personal, mental health or academic challenges.

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

Department Contact Information

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