

**Religions of South and East Asia
RELI 1712B**



Image by [Wizmaya](#) from [Pixabay](#)

Instructor: Prof. Jessica Ford

Class Time: Monday & Wednesday, 10:05 AM – 11:25 AM (Please be advised that except for our first and last classes, lectures will start at 10:15AM on Monday mornings to give you time to complete weekly vocab quizzes.)

Location: ONLINE. This course is taught synchronously via Zoom. The Zoom link will be provided on Brightspace.

Virtual Office Hours: Thursday 3:05 PM – 4:05 PM through Zoom or by appointment. At all other times, if you have questions about course material or assignments, please post them in our general discussion forum titled “Ask Your Instructor,” as this opens a dialogue with your classmates as well as me. If your question is unrelated to the course material, something that you do not wish to post, or if you are unsure if you should post it or not, please send me an email.

Email: JessicaFord@cunet.carleton.ca

TA: Contact information will be found on Brightspace.

Course Description: This course is a survey of the major religious traditions that emerged in South and East Asia, including Hinduism, Jainism, Buddhism, Sikhism (collectively known as

the Dharma traditions), Daoism, Confucianism, and Shinto. As this is an introductory course, we begin with a brief introduction to the study of religion. Following this, we will explore the history, beliefs, rituals, practices, and conceptualizations of the divine/sacred of each religious tradition individually. However, as our exploration progresses, we will also examine some ideas and concepts that may be shared amongst some or all of these traditions.

Preclusions: Precludes additional credit for RELI 1715, RELI 1716. Note: these courses are no longer offered.

Learning Objectives: By the completion of this course, you should:

- Understand the basic history, beliefs, and practices of the religions explored in this course
- Be familiar with the academic study of religion, including some of the methods and perspectives utilized within the discipline
- Be able to write with skills appropriate for a first-year humanities course, which includes writing clearly, concisely and without personal bias
- Be able to distinguish between and to analyze primary and secondary sources
- Be more aware of your personal perspective and biases in confronting religious phenomena (an inevitable side-effect of being introduced to a variety of religious beliefs and practices that differ from your own)

Course Teaching Method: This course is an **online course**. All lecture material will be delivered **synchronously**. This means that you are expected to be present at the Zoom meetings held during class time and responsible for all material disseminated during these online lectures. Lectures will not be recorded.

List of Required Readings

Amore, Roy C., Amir Hussain, and Willard Oxtoby eds. *World Religions: Eastern Traditions* (5th Edition). Don Mills, ON, Canada: Oxford University Press, 2018.

This textbook is available to buy at the campus bookstore for \$137.00. You can also buy used or rent a copy. Please go to the following link to order a physical or digital copy:

<https://www.bkstr.com/carletonstore/course-materials-results?shopBy=course&divisionDisplayName=&departmentDisplayName=RELI&courseDisplayName=1712§ionDisplayName=B&programId=950&termId=100085767>

The cost provided above is my most accurate estimate, prices may vary from vendor to vendor and may fluctuate with time. You may use the 4th edition of the textbook if you wish, however the page numbers may differ from those assigned. It will be up to you to determine these differences and to ensure that you cover the correct material. All other course materials will be made available on Brightspace (at no additional cost).

Amar Chitra Katha. *The Gita: The Song of Eternal Wisdom*. Mumbai: India Book House Pvt, 1977. ([Link to comic](#))

Amar Chitra Katha. *Mahavira*. Mumbai: India Book House Pvt, 1975. ([Link to comic](#))

Amar Chitra Katha. *Buddha*. Mumbai: India Book House Pvt, 1971. ([Link to comic](#))

Amar Chitra Katha. *Guru Nanak*. Mumbai: India Book House Pvt, 1973. ([Link to comic](#))

You are also responsible for all readings and films that will be posted on Brightspace. These are brief passages from sacred scriptures, online articles, and comic book adaptations of sacred scriptures or the life stories of foundational figures. These will be posted in the relevant weeks.

While I do attempt to follow the textbook closely in my lectures/slides, there will be material in the textbook/readings/films that I won't mention directly in lectures. However, students are still responsible for this content even if it is not discussed directly in lectures. In addition, lectures may explore topics not discussed in the text or go into some topics in more detail than the text: students are also responsible for all material covered in my lectures.

Assignments and Evaluation:

Assignment	Date	Value
10 Short Vocabulary Quizzes	Throughout (see “Calendar of Activities and Evaluations” below for details)	20%
5 Discussion Forum Posts/Activities	Throughout (see “Calendar of Activities and Evaluations” below for details)	20%
Midterm Assignment	Due Sunday, February 16 th by 11:59PM	20%
Final Exam	TBD	40 %

Assessment Methods and Weighting of Grades

Evaluation will be based on the following:

- **Weekly Vocabulary Quizzes (20% of course grade).** Each quiz will be based on the **content of the previous week**. For example, the quiz held in week 2 will cover material from week 1 and so on. The focus of each quiz will be important terminology that you are expected to understand – these terms may come from lectures and/or assigned readings.

Each quiz will consist of 10 multiple choice questions (each worth 1 point) selected randomly from a question bank. The quiz will open at 10:05AM on the Monday of each week and you will have the first 10 minutes of class time to complete each quiz. The quiz will close promptly at 10:15AM. Lectures will begin each Monday at 10:15AM – this is for **MONDAYS ONLY**. Wednesday's class will begin as scheduled (10:05AM).

There will be 11 quizzes in total (one per week beginning in week 2), however **you are only responsible for 10**, thus you **may miss 1** without it affecting your mark. If you choose to complete all 11 quizzes, the lowest mark will be dropped.

Each weekly quiz must be completed on Monday between 10:05 and 10:15AM (see the “Calendar of Activities and Evaluations” section below for specific dates).

- **5 Discussion Forum Posts (20% of course grade).**

We are a large class this semester, as such the class will be divided into 6 smaller groups for online discussion. These groupings are not made with the expectation of group work in any way: **everyone is required to post their own response to the discussion prompts and/or questions**. This division is simply to keep things streamlined for you – instead of seeing/reading the posts for all 100 of your classmates, you will be reading the posts of, and engaging with approximately 18-20 people. Discussion posts will not be required weekly, but instead scattered throughout the semester (please see the “Calendar of Activities and Evaluations” below for dates). You will see two dates associated with each discussion post. The first being the due date for your posting (your response to the prompt that I have given), the second being the due date for your peer-responses. Please note, **you will not be able to see the posts of your peers until you make your own posting**.

There will be a total of 6 discussion prompts throughout the semester. The first is an introductory post that will require that you introduce yourself and state what attracted you to this course (the full prompt will be available on Brightspace on the first day of classes). Of course, here you will not be expected to reference course materials, rather it is a way for us to get to know each other better, foster a sense of community, and commence the online dialogue that will be continuing throughout the semester. Please note – the introductory post does not count towards this grade; however, posting an introduction will get you 2% bonus marks, this is a very easy first 2% toward your course grade! To obtain these bonus marks, you must have completed your introductory post by **January 19th, at 11:59PM**.

This grade is based upon the content, depth and quality of your contributions to these forum discussions using the standards found within the grading rubric posted on Brightspace. Participating consistently with thoughtful answers and engaging with your classmates will have positive effects on your grade. Your individual posts are graded according to how well you integrate relevant course material when responding to the discussion prompts. As quality is essential, your discussion posts should demonstrate thought and effort. Your engagement with your peers should also be thoughtful and promote further discussion, for example by asking questions, citing relevant examples and/or counter examples from the readings, or discussing something you found interesting and/or thought provoking. Simply posting “I agree” (or something to this effect) does not achieve this and will not be counted towards your grade.

To receive full marks for discussion posts you must do the following:

- 1) Write **all 5 posts**. Each post must be no more than a **paragraph or two in length (200 – 400 words)**.
- 2) Compose well written, thoughtful responses that draw upon and refer to course material. **Each post should include at least one properly formatted in-text citation of one piece of course material. This citation must be properly formatted using Chicago Style (“author/date” method).**
- 3) Respond to **at least 2 of your peers in each discussion topic. While there is no minimum word count for a response to qualify, a strong response will contain at least 100 words.** This does not include the introductory post – please feel free to engage with one another on these, however this will not count towards the response requirement.
- 4) Complete all requirements by the deadlines given (please see the “Calendar of Activities and Evaluations” below).

Please see the posted rubric for further details and guidelines.

- **Midterm Assignment (20% of course grade).**

This assignment will ask a series of questions about the first three (3) traditions explored in the course (Hinduism, Jainism, and Buddhism). You will be asked to draw from all relevant course materials (lectures, films, readings) to respond to these questions. Your responses should be submitted in essay format. These short essays should explicitly refer to material taught in lectures and assigned in readings. **Essays that do not do so will be returned ungraded and receive a zero.** A **bibliography** and proper **citations in Chicago Style** ([Link to Guide for Chicago Style](#)) **are required.** You may use either the “author/date” or the “note and bibliography” method. Further guidelines for this assignment (which include the word limit and the questions being posed of you) will be posted on Brightspace within the first 2 weeks of the semester.

Due Sunday, February 16th by 11:59PM.

The priority in this course is that you learn and are successful, however I do understand that life can present challenges. This assignment has a due date, however there will be a **grace period of three days (for this assignment only!)** to allow for such life challenges. You may submit your assignment up through the grace period date (**Wednesday, February 19th by 11:59PM**) **without penalty and without requesting an extension.** *Assignments will not be accepted after this grace period, without prior approval.* Please plan on submitting the assignment on the initial due date, but do know that there is some flexibility should the need arise. Please do not hesitate to communicate with me if there are any issues.

- **Final Exam (40% of course grade).**

This exam will be held during the formal exam period (April 11th – 26th). The exact date and time of the exam will be determined and released later. The format will be multiple choice, true/false, fill in the blanks and/or matching, and short answer questions. *Please note that this examination may use a remote proctoring service provided by Scheduling and Examination Services. You can find more information at <https://carleton.ca/ses/e-proctoring/>.*

General Assignment Guidelines

Your written assignment will be evaluated based on the following criteria:

- 1) Understanding of the material/how effectively it answers the assigned questions – your response should clearly and concisely answer the question posed of you. Further, you should demonstrate that you have read the required readings and watched assigned films (if relevant) by referencing them specifically, in some detail, in your answers.
- 2) Staying on topic – it is important that you maintain focus in your writing and avoid introducing material that is irrelevant to the topic being discussed. This is an important skill to develop in your writing, which contributes to presenting your thoughts in a clear and concise manner.
- 3) Presenting without bias – it is important that you treat the religions that we are studying in an unbiased manner to cultivate a greater understanding of them. As such, you should aim to maintain an unbiased tone in your written assignments.
- 4) Correctly organizing, structuring, and formatting your work – present your discussion in a manner that has a logical flow. For example, if in your introduction, you state that you will be discussing A, B and C, then you should discuss these items in the order that you have initially stated them. In addition, you should use properly formatted citations when required to do so.
- 5) Producing mechanically correct prose – proper grammar, spelling, and punctuation.

*****GENERAL NOTES ON EVALUATION*****

1. Prior approval is required for all assignments submitted after the grace period outlined above. Late submissions without this approval will not be accepted.
2. **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.

3. Students **MUST** explicitly reference course materials in their essays. Failure to do so will result in the essay being returned **ungraded** and a mark of **zero** will be assigned. Outside sources (unless explicitly permitted in the instructions) will not be accepted.
4. AI-detection software will be utilized in all grading. Any suspicious submissions will be sent to the Dean’s office for further investigation and the assignment of appropriate penalties.
5. 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.

Expectations and Communication Guidelines:

YOURS: This is an online course. This means that there is a mixture of synchronous lectures and required asynchronous activities. It is expected that you become very familiar with your syllabus – it is the best tool to keep you on track with dates and deadlines. All lecture materials will be delivered synchronously; this means that lectures will be given “live” during assigned class times. Do keep in mind that there will be a timed quiz every week, it is highly recommended that you have covered all material for the previous week prior to taking each quiz – you will likely not do well on the quiz if you attempt it without covering the material.

What should you expect regarding study time for this course? It is strongly suggested that for each course that a university student is enrolled in they should dedicated 2-3 hours of study time per hour spent in class. Thus, you should be prepared for 3 hours of class time each week in addition to 6-9 hours of study/task time.

As students in a 1000-level course you should expect approximately 22 pages of reading per week and approximately 10 pages of writing throughout the entire semester. You are expected to have covered all relevant material prior to posting in discussion forums and completing the weekly quizzes.

When asking general questions about content, deadlines, or the syllabus itself I encourage you to post them in the “Ask your Instructor” forum as this may help a fellow classmate. For all other subjects (or if you are not comfortable posting in a public form) please feel free to email me – I am teaching 2 courses this semester so I do ask that you please include your name and student number in the body of the email, as well as the course code (RELI1712) and subject matter in the email subject box.

MINE: I will be sending out weekly announcements every Friday. These are just friendly reminders about what readings you should be working through, when upcoming tasks/assignments are due, and any other relevant information. You may also hear from me at other times during the week if needed – however you will hear from me every Friday!

I will respond to all email enquiries and discussion forum postings in a timely manner (within 48 hours). However, in the unlikely event that you have not heard back from me within this time frame I encourage you to send me a reminder/follow up email. I also encourage you to revisit your syllabus frequently, especially regarding due dates, as that information will be found here.

I will hold office hours via Zoom (link will be provided on Brightspace) on Thursdays from 3:05 PM – 4:05 PM unless otherwise announced, however, if you are unable to be online during this period, please email to schedule an appointment.

Calendar of Activities and Evaluations

Week	Date	Topic Theme	Requirements
Week 1	January 6 th – 12 th	<p><u>Module 1:</u> What is Religion?</p> <p><u>Module 2:</u> Intro to Hindu Traditions, Indus Valley and the Vedas and Vedic Religion.</p>	<p><u>Attend:</u> Lectures on Monday (Jan 6th) & Wednesday (Jan 8th) from 10:05–11:25AM.</p> <p><u>Read:</u> Pages 23–27 & 30–42; and selection from the Upanishads (Brightspace).</p> <p><u>Complete:</u> The “Intro” <u>discussion post</u> forum opens. Please post to it ASAP.</p>

Week 2	January 13 th – 19 th	<p>Upanishads.</p> <p>Classical Hinduism, and the Epics (including the <i>Bhagavad Gita</i>).</p> <p>Gods and Goddesses and Sectarian Hinduism.</p>	<p>Attend: Lectures on Monday (Jan 13th) from 10:15–11:25AM & Wednesday (Jan 15th) from 10:05–11:25AM.</p> <p>Read: Pages 42–60; and ACK <i>Gita</i> comic (Brightspace).</p> <p>Complete:</p> <ul style="list-style-type: none"> • Quiz #1 on Monday, January 13th from 10:05-10:15AM. • “Intro” discussion post (to obtain 2% bonus marks) by January 19th at 11:59 PM.
Week 3	January 20 th – 26 th	<p>Bhakti.</p> <p>Modern Hinduism.</p> <p>Diasporic Hinduism.</p>	<p>Attend: Lectures on Monday (Jan 20th) from 10:15–11:25AM & Wednesday (Jan 22nd) from 10:05–11:25AM.</p> <p>Read: Pages 62–79, 83–94 (omit “Ayurvedic Medicine” section), and 96-102.</p> <p>Complete:</p> <ul style="list-style-type: none"> • Quiz #2 on Monday January 20th from 10:05-10:15AM.
Week 4	January 27 th – February 2 nd	<p>Module 3: Intro to Jaina Traditions.</p> <p>History, sacred literature, and cosmology.</p>	<p>Attend: Lectures on Monday (Jan 27th) from 10:15–11:25AM & Wednesday (Jan 29th) from 10:05–11:25AM.</p> <p>Read: Pages 160–175, <i>Mahavira</i> comic</p>

			<p>book, and Bhagwan Parshvanath passage (Brightspace).</p> <p><u>Complete:</u></p> <ul style="list-style-type: none"> • Quiz #3 on Monday January 27th from 10:05-10:15AM. • Discussion post by January 30th at 11:59PM. • Responses to peers by February 2nd at 11:59PM.
Week 5	February 3 rd – 9 th	<p>Jaina Traditions continued.</p> <p>Practice and expressive dimensions.</p>	<p><u>Attend:</u> Lectures on Monday (Feb 3rd) from 10:15–11:25AM & Wednesday (Feb 5th) from 10:05–11:25AM.</p> <p><u>Read:</u> Pages 175–195, “<u>The incredibly strict diet of a Jain monk,</u>” and the <i>Acaranga Sutra</i> (Brightspace).</p> <p><u>Complete:</u></p> <ul style="list-style-type: none"> • Quiz #4 on Monday February 3rd from 10:05-10:15AM. • Discussion post by February 6th at 11:59PM. • Responses to peers by February 9th at 11:59PM.
Week 6	February 10 th – 16 th	<p><u>Module 4:</u> Intro to Buddhist Traditions.</p> <p>The First, Second and Third Gems and Early Buddhism.</p> <p>King Ashoka.</p>	<p><u>Attend:</u> Lectures on Monday (Feb 10th) from 10:15–11:25AM & Wednesday (Feb 12th) from 10:05–11:25AM.</p> <p><u>Read:</u> Pages 200–224, <i>Buddha</i> comic,</p>

			<p>and <i>Parable of the Turtle and the Fish</i> (Brightspace).</p> <p>Complete:</p> <ul style="list-style-type: none"> Quiz #5 on Monday February 10th from 10:05-10:15AM. Submit midterm assignment by February 16th at 11:59PM.
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Winter Break February 17th–21st

Week 7	February 24 th – March 2 nd	<p>Buddhist Traditions continued.</p> <p>Theravada, Mahayana, and Vajrayana.</p>	<p>Attend: Lectures on Monday (Feb 24th) from 10:15–11:25AM & Wednesday (Feb 26th) from 10:05–11:25AM.</p> <p>Read: Pages 224–255.</p> <p>Complete:</p> <ul style="list-style-type: none"> Quiz #6 on Monday February 24th from 10:05-10:15AM.
Week 8	March 3 rd – 9 th	<p>Buddhist Traditions continued.</p> <p>Interaction and Adaptation in East Asia.</p> <p>Temples and Symbols.</p> <p>Diasporic Buddhism.</p>	<p>Attend: Lectures on Monday (March 3rd) from 10:15–11:25AM & Wednesday (March 5th) from 10:05–11:25AM.</p> <p>Read: pages 255–278, “The Image of Nirvana” (Brightspace), and The <i>Dhammapada</i>, Chapter 1 (Brightspace).</p> <p>Complete:</p>

			<ul style="list-style-type: none"> Quiz #7 on Monday March 3rd from 10:05-10:15AM.
Week 9	March 10 th – 16 th	<p><u>Module 5:</u> Intro to Sikhism</p> <p>History and practice.</p>	<p><u>Attend:</u> Lectures on Monday (March 10th) from 10:15–11:25AM & Wednesday (March 12th) from 10:05–11:25AM.</p> <p><u>Read:</u> Pages 114–139, <i>Guru Nanak</i> comic, and Sikh sacred texts (Brightspace).</p> <p><u>Complete:</u></p> <ul style="list-style-type: none"> Quiz #8 on Monday March 10th from 10:05-10:15AM. Discussion post by March 13th at 11:59PM. Responses to peers by March 16th at 11:59PM.
Week 10	March 17 th – 23 rd	<p>Sikh Traditions continued.</p> <p>Differentiation & cultural expressions.</p>	<p><u>Attend:</u> Lectures on Monday (March 17th) from 10:15–11:25AM & Wednesday (March 19th) from 10:05–11:25AM.</p> <p><u>Read:</u> Pages 140-155.</p> <p><u>Watch:</u> “Roots of Love” (2011) by Harjant Gill and “Visiting a Gurudwara” (Brightspace).</p> <p><u>Complete:</u></p> <ul style="list-style-type: none"> Quiz #9 on Monday March 17th from 10:05-10:15AM.

			<ul style="list-style-type: none"> • Discussion post by March 20th at 11:59PM. • Responses to peers by March 23rd, at 11:59PM.
Week 11	March 24 th – 30 th	Module 6: Intro to Confucianism and Daoism	<p>Attend: Lectures on Monday (March 24th) from 10:15–11:25AM & Wednesday (March 26th) from 10:05–11:25AM.</p> <p>Read: Pages 282-356 (omit pages 341-352).</p> <p>Complete:</p> <ul style="list-style-type: none"> • Quiz #10 on Monday March 17th from 10:05-10:15AM.
Week 12	March 31 st – April 6 th	Module 7: Intro to Shinto	<p>Attend: Lectures on Monday (March 31st) from 10:15–11:25AM & Wednesday (April 2nd) from 10:05–11:25AM.</p> <p>Read: Pages 360-396 & 390-397.</p> <p>Complete:</p> <ul style="list-style-type: none"> • Quiz #11 on Monday March 31st from 10:05-10:15AM. • Discussion post by April 3rd at 11:59PM. • Responses to peers by April 6th, at 11:59PM.
Week 12.5	April 7 th – 8 th	Loose ends and final exam discussion.	Attend: Lectures on Monday (April 7 th 13 th) from 10:05–11:25AM.
	April 11 th – 26 th	Final Exam Period	Date of exam TBD.

Course Notes:

1. Posting lecture notes to sharing sites – **do not do this!** Classroom teaching and learning activities, including lectures, discussion, presentations, etc., by both instructor 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).

2. I always want my students to be successful in my courses so, above all, remember that I am here to help! However, I cannot be of any assistance if you do not ask – please feel free to communicate with me (on the discussion forum or via email) at any point during the semester.

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

Academic Dates and Deadlines

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

Copies of Written Work Submitted

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

Online Learning Resources

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

Academic Integrity Policy

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*”

This includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to books, articles, papers, literary compositions and phrases,

performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

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

Plagiarism is a serious offence that cannot be resolved directly by the course's instructor.

The Associate Dean of the Faculty follows a rigorous [process for academic integrity allegations](#), including reviewing documents and interviewing the student, when an instructor suspects a violation has been committed. Penalties for violations may include a final grade of "F" for the course.

Co-operation or Collaboration

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

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

Group Work: There are many cases where students are expected or required to work in groups to complete a course requirement. Normally, students are not responsible for violations of this policy committed by other members of a group in which they participate. **More information on the process [here](#).**

Academic Accommodations

Academic accommodation refers to educational practices, systems and support mechanisms designed to accommodate diversity and difference. The purpose of accommodation is to enable students to perform the essential requirements of their academic programs. At no time does

academic accommodation undermine or compromise the learning objectives that are established by the academic authorities of the University.

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the *Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances*, are outlined on the [Academic Accommodations website](#).

Requests for Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes can be [found here](#).

Addressing Human Rights Concerns

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

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

Grading System at Carleton University

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

The system of grades used, with corresponding grade points and the percentage conversion can be found [here](#).

Course Sharing Websites and Copyright

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

Students registered in the course may take notes and make copies of course materials for their own

educational use only. Students are not permitted to reproduce or distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s).

[More information](#)

Student Rights and Responsibilities at Carleton

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

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

Deferred Term Work

In some situations, students are unable to complete term work because of extenuating circumstances beyond their control, which forces them to delay submission of the work. Requests for academic consideration are made in accordance with the [Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances](#).

Students who claim short-term extenuating circumstances (normally lasting up to five days) as a reason for missed term work are held responsible for immediately informing the instructor concerned and for making alternate arrangements with the instructor. If the instructor requires supporting documentation, the instructor may only request submission of the University's self-declaration form, which is available on the [Registrar's Office website](#). The alternate arrangement must be made before the last day of classes in the term as published in the academic schedule.

1. Normally, any deferred term work will be completed by the last day of term. In all cases, formative evaluations providing feedback to the student should be replaced with formative evaluations. In the event the altered due date must extend beyond the last day of classes in the term, the instructor will assign a grade of zero for the work not submitted and submit the student's earned grade accordingly; the instructor may submit a change of grade at a later date. Term work cannot be deferred by the Registrar.
2. In cases where a student is not able to complete term work due to extenuating circumstances lasting for a significant period of time/ long-term (normally more than five days), the instructor and/or student may elect to consult with the Registrar's Office (undergraduate courses) or Graduate Registrar (graduate courses) to determine appropriate action.
3. If a student is concerned the instructor did not respond to the request for academic consideration or did not provide reasonable accommodation, the student should follow the appeals process described in the [Academic Consideration Policy](#).
4. If academic consideration is granted, but the student is unable to complete the accommodation according to the terms set out by the instructor as a result of further illness, injury, or extraordinary circumstances beyond their control, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Registrar (graduate courses). Please note, however, that the course instructor will be required to submit an earned final grade and further consideration will only be reviewed according to established precedents and deadlines. (More information: [Undergraduate](#) | [Graduate](#)).

Deferred Final Exams

Students who are unable to write a final examination because of extenuating circumstances, as defined in the [Academic Consideration Policy](#), may apply for accommodation. Normally, the accommodation for a missed final examination will be granting the student the opportunity to write a deferred examination. In specific cases when it is not possible to offer a deferred examination, and with the approval of the Dean, an alternate accommodation may be made.

The application for a deferral must:

1. be made in writing to the Registrar's Office no later than three (3) working days after the original final examination or the due date of the take-home examination; and,
2. be fully supported by appropriate documentation. In cases of short-term extenuating circumstances normally lasting no more than five (5) days, students must include the University's self-declaration form, which can be found on [the Registrar's Office website](#). Additional documentation is required in cases of extenuating circumstances lasting longer than five (5) days and must be supported by a medical note specifying the date of onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination. The University's preferred medical form can be found at the Registrar's Office [here](#).

Academic Consideration Policy

As per the [Academic Consideration Policy](#), if students encounter extenuating circumstances that temporarily hinder their capacity to fulfil in-class academic requirements, they can request academic consideration. The Academic Consideration for Coursework is only available for accommodations regarding course work. Requests for accommodations during the formal exam period must follow the [official deferral process](#).

NOTE: As per the Policy, students are to speak with/contact their instructor before submitting a request for Academic Consideration. Requests are not automatically approved. Approving and determining the accommodation remains at the discretion of the instructor. Students should consult the course syllabus about the instructor's policy or procedures for requesting academic consideration. [More information here](#).

Financial vs. Academic Withdrawal

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

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

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

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

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

Mental Health and Wellness at Carleton

As a student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. For more information, please consult <https://wellness.carleton.ca/>

Emergency Resources (on and off campus)

- Suicide Crisis Helpline: call or text 9-8-8, 24 hours a day, 7 days a week.
- For immediate danger or urgent medical support: call 9-1-1

Carleton Resources

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

Off Campus Resources

- Distress Centre of Ottawa and Region: call 613-238-3311, text 343-306-5550, or connect online at <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: call 613-722-6914 or toll-free 1-866-996-0991, or connect online at <http://www.crisisline.ca/>
- Empower Me Counselling Service: call 1-844-741-6389 or connect online at <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: call 1-866-925-5454 or connect online at <https://good2talk.ca/>
- The Walk-In Counselling Clinic: for online or on-site service <https://walkincounselling.com>

[The Centre for Indigenous Support and Community Engagement](#)

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

Department Contact Information

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