

Hinduism
Religion 2510A



Ganesha – the remover of obstacles; god of beginnings.

Instructor: Prof. Jessica Ford

Class Time: Friday 11:35AM – 2:25 PM (live class **will not** be held weekly, please see below for more details).

Virtual Office Hours: Thursday 12:00 – 1:00 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 myself. 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: jessica.ford@carleton.ca

Course Description: In this course, we will explore the multifaceted tradition known as “Hinduism” from the beliefs and concepts that inform the Hindu worldview to the rituals and practices of present-day. The course will follow the historical development of the tradition beginning with a brief examination of the Indus Valley civilization and progressing through to modern times, paying special attention to the themes found in ancient Hindu texts and literature and the Hindu concepts of the divine. This course is a blended course, which means that while all lecture materials will be delivered asynchronously, there will be dates throughout the semester

that we meet for “live” discussion classes (via Zoom). Please see the “Calendar of Activities and Evaluations” below for details.

Learning Outcomes:

By completion of this course, the student will be able to:

- Understand the academic study of religion
- Understand the historical development, basic data, and disciplinary vocabulary associated with Hinduism
- Describe core concepts and central beliefs that shape the Hindu worldview
- Engage with and analyze primary and secondary sources
- Write with skills appropriate for a second-year humanities course, which includes writing clearly, concisely and without personal bias
- Properly cite references in a paper

Course Teaching Methods

This course is structured around Hillary Rodrigues’ ebook *Introducing Hinduism*, with supplemental reading from Hindu texts (sometimes in the form of comic books or graphic novel adaptations), secondary sources, and films. The style of instruction will primarily be pre-recorded video lecture; however, student participation will be fostered through periodic “live” group discussion classes as well as online discussion forums.

List of Required Readings:

Rodrigues, Hillary. *Introducing Hinduism* (Second Edition), © 2016, Journal of Buddhist Ethics Online Books, Ltd. [ISBN 978-0-692-76304-9 (ebook)]. The textbook may be purchased online for US\$25.95 ([Link to purchase](#)).

- Students are responsible for the material in the assigned chapters outlined in the “Calendar of Activities and Evaluations” (below). The list of readings required for each week will also be posted on Brightspace in the “Weekly Activities and Assignment Tasks” sections.

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

Nagpal, Sarswati. 2011. *Sita: Daughter of the Earth* (A Graphic Novel). New Delhi: Campfire Graphic Novels. (This is an adaptation of the Ramayana told from the point-of-view of Sita). ([Link to graphic novel](#)). If you prefer a physical copy of the graphic novel it can be purchased through amazon.ca or Chapters for approximately CAD\$15.00.

Plus, all readings and films posted on Brightspace.

While I do attempt to follow the textbook closely in my video lectures/slides, there will be material in the textbook/readings/films that I won’t mention directly in video lectures. However, students are still responsible for this content even if it is not discussed directly in video lectures. In addition, posted lecture slides/video 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 online lectures.

Assignments and Evaluation:

Assignment	Date	Value
10 Short 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)	15%
5 Live Group Discussions	Throughout (see “Calendar of Activities and Evaluations” below for details)	15%
Midterm Writing Assignment	March 6 th	20%
Take Home Final Exam	April 28 th	30%

Assignment Details:

Quizzes: 1 per week (20% of course grade)

Each quiz should be completed **only after** all module material has been completed. This means you will be better able to answer these questions after completing all assigned readings and watching all lecture videos and assigned films. Each quiz will be based on the content of the relevant module and will test your knowledge of what you have learned from the textbook, other required materials (films, readings, etc.), as well as my online lectures.

Each quiz will consist of 10 multiple choice questions (each worth 1 point) selected randomly from a question bank. The quiz will open at the beginning of each week and will be available **only until the end of the week**. Students will be given 20 minutes to complete this quiz. Keep in mind that once you open the quiz the clock starts and Brightspace will prevent any answers from being submitted after the 20-minute mark.

There will be 12 quizzes in total, however you are **only responsible for 10**, thus **you may miss up to 2** without it affecting your mark. If you do complete all 12 of the quizzes the lowest 2 marks will be dropped.

Each week all quizzes must be completed by Sunday at 11:59 PM (see the “Calendar of Activities and Evaluations” section below for specific dates).

5 Discussion Forum Posts/Activities (15% of course grade)

Discussion forum posts should be made **only after all module material has been completed**. The goal of these discussions/activities is to develop meaningful class discussion and foster a sense of community, in addition to evaluating your learning. The class will be divided into three (3) groups, with each group having their own discussion forum space. 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 your classmates, you will be reading the posts of, and engaging with approximately 18 people.

There will be a total of 6 discussion prompts throughout the semester (see “Calendar of Activities and Evaluations” below for details). You are **only responsible for 5 discussion posts**. This means that you may skip one (1) discussion post of your choosing. If you do complete all 6 discussion posts the lowest mark will be dropped.

Your 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. 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 **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 draws upon and refers to course material. **Each post should include at least one properly formatted in-text citation of one piece of course material (no additional bibliographic information is required). This citation must be properly formatted using Chicago Style.**
- 3) Respond to **at least 2 of your peers in each discussion topic**. 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 (see please see the “Calendar of Activities and Evaluations” below).

Please see the posted rubric for further details and guidelines.

Please note – the introductory post does not count towards this grade; however, posting an introduction (if you cannot attend the informal meeting) will get you 2% bonus marks, this is a very easy first 2% toward your course grade! In order to obtain these bonus marks you must have completed your introductory post by **January 30th, at 11:59PM.**

See the “Calendar of Activities and Evaluations” section below for specific dates and deadlines.

Live Group Discussions (15% of course grade)

Five group discussions will be held periodically throughout the semester (see “Calendar of Activities and Evaluations” below for details). These discussions will take place via Zoom – all Zoom invitations will be provided on Brightspace. If you are unfamiliar with the Zoom conferencing tool please visit this website (<https://carleton.ca/online/online-learning-resources/zoom-for-students-2/>) for support and guidance.

During live discussions, the class will be divided into three (3) smaller groups, and each group will meet separately for a total of 50 mins during the assigned class time (Friday 11:35AM – 2:25PM) to discuss the topic assigned. Prior to each group discussion you will be given questions to consider – these will be discussed as a group during our assigned time slot. Often these discussions will center around an assigned reading and/or film. Please see the “Calendar of Activities and Evaluations” below for group times and topics. Your group will be assigned in the first week of class.

Attendance will be taken during these group discussions; however your grade is not based on attendance alone. You must actively contribute to these group discussions. This means answering the questions asked and/or asking relevant questions that further the conversation.

This also means that a microphone is a requirement for these discussions. I understand that during these challenging times our work spaces are not always ideal – as such I do not want you to feel obligated to share your webcam during class time. If you are comfortable doing so while you are speaking, wonderful! If not, that is wonderful too! These group discussions **will not** be utilized to deliver new material – all class material will be delivered via pre-recorded lecture. As such, group discussions will **not** be recorded.

There will be a live group discussion via Zoom during our first class on Friday, January 14th at 11:35AM. This is meant to be a very informal meeting where we will introduce ourselves and spend some time getting to know one another. We will also briefly discuss the live classes and I will attempt to clarify any questions you may have regarding the syllabus. This will be an informal conversation that, I hope, will begin to foster a sense of community. If you are unable to attend this class, I do ask that you please make every attempt to post an introduction in the “Getting to know each other” discussion forum. I will have an introductory video there as well. Please note that this is not a mandatory class – however, attending will get you 2% bonus marks! This is a very easy way to get 2% toward your final course grade.

Please note, you cannot get the 2% bonus marks for both attending the live class and posting in the introductory forum – it is one or the other!

Midterm Writing Assignment (20% of course grade)
Due Sunday, March 6th at 11:59PM.

This assignment will ask you to explore various elements of Dharma within the Hindu tradition. It requires that you draw from all relevant course material (lectures, films, readings) from Modules 1-7 to develop a well-rounded response that demonstrates your understanding of and engagement with these materials. It must be 1000-1500 words in length (approximately 2-3 pages single spaced, 12pt font). A **bibliography** and **proper citations in Chicago Style** (https://www.chicagomanualofstyle.org/tools_citationguide.html) **are requirements** of this assignment.

The specific details of this assignment will be posted on Brightspace.

Take Home Final Exam (30% of the course grade)

Due Tuesday, April 28th at 11:59 PM.

The take home final will be due at the end of the final examination period (as per university policy) and will require that you draw from the knowledge obtained throughout the duration of the course (cumulative). The exam details and format will be distributed in the last week of classes of the semester.

General Assignment Guidelines

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

1. Content and development - how well you understand the concepts that are central to the Hindu tradition and how effectively you utilize course material to answer the question(s) posed of you.
2. Academic writing style and focus – You should aim to maintain an unbiased tone in your writing. Further, you should present your discussion in a clear, concise manner and avoid introducing material that is irrelevant to your topic. This is an important skill to develop that contributes greatly to a well-defined and focused piece.
3. Organization, structure and format – 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.
4. Mechanical Correctness – proper grammar, spelling, and punctuation.

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

1. Late assignments will only be accepted with valid reasons and proper documentation. If you submit your assignment late and do not have proper documentation your final mark will be reduced by 5% for each day that it is late. Once an assignment is past 5 days late, it will no longer be graded.
2. Please see “Regulations Common to all Humanities Courses” attached to this syllabus for general policies on plagiarism, an explanation of Carleton University’s grading system, the guidelines for requests for academic accommodation and deferrals, as well as other important information.

Expectations and Communication Guidelines:

YOURS: This is a blended course. This means that there is a mixture of synchronous meetings and 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 asynchronously, which means that you can watch the lectures at your own pace and time but keep in mind that there will be a quiz every week. It is highly recommended that you have covered all material for that week prior to taking the quiz – you will likely not do well on

the quiz if you attempt it without covering the material. Thus, I strongly suggest that you follow the calendar as closely as possible so that you are progressing through the course material in a timely fashion to avoid being overwhelmed towards the end of the course and possibly falling irreparably behind.

You will notice that some weeks there are more tasks due than in others. Please do not feel overwhelmed by this! Unfortunately, due to the nature of our schedule and the need for you to have covered certain material prior to our group discussions, this was unavoidable – some weeks you will have a 50-minute discussion class, a discussion post and a quiz to complete. In other weeks, you will only have the quiz to complete – thus the task load is indeed balanced in the end. What does all this mean for study time? 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 (lecture videos) each week in addition to 6-9 hours of study/task time.

As students in a 2000-level course you should expect approximately 40 pages of reading per week and somewhere between 8 – 12 pages of writing throughout the entire semester. You are expected to come to Zoom discussion classes having completed the required readings and/or viewed the required films for that class (see **“Calendar of Activities” for relevant dates**). Further, you are also expected to come with some thought put into the questions given prior to each discussion class.

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 3 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 (RELI2510) 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 24 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 12:00–1:00PM 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 10 th – 16 th	<u>Module 1</u> : The study of Religion, Defining Hinduism and Indus Valley.	<p>Attend: Group discussion – “Getting to know each other” Friday, January 14th at 11:35AM. This is just an informal chat to say hi! Zoom link will be provided. If you are unable to make it to this class you may post an introduction in the “Getting to know each other” forum.</p> <p>Watch: Lecture videos.</p> <p>Read: Rodrigues “Introduction”.</p> <p>Complete: Module 1 Quiz (due Sunday, January 16th at 11:59PM).</p>
Week 2	January 17 th – 23 rd	<u>Module 2</u> : The <i>Vedas</i> and Vedic Religion.	<p>Watch: Lecture videos and <i>Altar of Fire</i> film (Brightspace).</p> <p>Read: Rodrigues Chapter 1 (pages 28 – 48).</p> <p>Complete: Module 2 Quiz (due Sunday, January 23rd at 11:59PM).</p>
Week 3	January 24 th – 30 th	<u>Module 3</u> : The <i>Upaniṣads</i> .	<p>Attend: Group discussion on <i>Altar of Fire</i> film Friday, January 28th. Group 1: 11:35 – 12:25 Group 2: 12:35 – 1:25 Group 3: 1:35 – 2:25</p> <p>Watch: Lecture videos.</p> <p>Read: Rodrigues Chapter 2 and passages from the <i>Upaniṣads</i> (Brightspace).</p>

			<p>Complete: Module 3 Quiz (due Sunday, January 30th at 11:59PM).</p>
Week 4	January 31 st – February 6 th	<u>Module 4:</u> Introduction to Hindu Philosophy.	<p>Attend: Group discussion Friday, February 4th on Upaniṣads. Group 1: 11:35 – 12:25 Group 2: 12:35 – 1:25 Group 3: 1:35 – 2:25</p> <p>Watch: Lecture videos.</p> <p>Read: Rodrigues Chapter 5.</p> <p>Post: Discussion Forum – “Six Streams of Wisdom” (due Sunday, February 6th at 11:59PM).</p> <p>Complete: Module 4 Quiz (due Sunday, February 6th at 11:59PM).</p>
Week 5	February 7 th – 13 th	<u>Module 5:</u> Dharma and Society.	<p>Watch: Lecture videos.</p> <p>Read: Rodrigues Chapters 3.</p> <p>Post: Discussion Forum – “Social Structure” (due Sunday, February 13th at 11:59PM).</p> <p>Complete: Module 5 Quiz (due Sunday, February 13th at 11:59PM).</p>

Week 6	February 14 th – 20 th	<u>Module 6</u> : Dharma and the Individual. Potential group chat check-in (depending on student interest).	Watch: Lecture videos. Read: Rodrigues Chapter 4. Post: Discussion Form – “Life Stages and Rites of Passage” (due Sunday, February 20th at 11:59PM). Complete: Module 6 Quiz (due Sunday, February 20th at 11:59PM).
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Winter Break February 21st – 27th

Week 7	February 28 th – March 6 th	<u>Module 7</u> : The Epics (The <i>Ramayana</i> and the <i>Mahabharata</i>).	Watch: Lecture videos. Read: Rodrigues Chapter 6 (pages 168 – 184) and <i>Sita: Daughter of the Earth</i> graphic novel (Brightspace). Complete: Module 7 Quiz (due Sunday, March 6th at 11:59PM). <u>Midterm assignment on Dharma due Sunday, March 6th at 11:59PM.</u>
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Week 8	March 7 th – 13 th	<u>Module 8</u> : The <i>Bhagavad Gita</i> , <i>Bhakti</i> and devotional poets.	Attend: Group discussion Friday, March 11th on “Sita: Daughter of the Earth”. Group 1: 11:35 – 12:25 Group 2: 12:35 – 1:25 Group 3: 1:35 – 2:25 Watch: Lecture videos. Read: Rodrigues Chapter 6 (pages 184 – 199), <i>The Gita: The Song of Eternal Wisdom</i> comic book, & selection of devotional poetry (Brightspace).
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			<p>Complete: Module 8 Quiz (due Sunday, March 13th at 11:59PM).</p>
Week 9	March 14 th – 20 th	<u>Module 9:</u> Concepts of the Divine, Sectarian Hinduism and Domestic Worship.	<p>Attend: Group discussion Friday, March 18th on <i>Bhakti</i> poetry. Group 1: 11:35 – 12:25 Group 2: 12:35 – 1:25 Group 3: 1:35 – 2:25</p> <p>Watch: lecture videos.</p> <p>Read: Rodrigues Chapter 7 & “Home Altar” (Brightspace).</p> <p>Post: Discussion Forum – “Gods and Goddesses” (due Sunday, March 20th at 11:59PM).</p> <p>Complete: Module 9 Quiz (due Sunday, March 20th at 11:59PM).</p>
Week 10	March 21 st – 27 th	<u>Module 10:</u> Temple and Tantra.	<p>Watch: Lecture videos and <i>Places of Worship: Hinduism - a Mandir and Artefacts</i> (Brightspace).</p> <p>Read: Rodrigues Chapters 8 & 9.</p> <p>Post: Discussion Forum – “Tantra” (due Sunday, March 27th at 11:59PM).</p> <p>Complete: Module 9 Quiz (due Sunday, March 27th at 11:59PM).</p>
Week 11	March 28 th – April 3 rd	<u>Module 11:</u> Modern Hinduism.	<p>Watch: Lecture videos and <i>Hindu Temples</i> film (Brightspace).</p> <p>Read: Rodrigues Chapters 10 & 12.</p>

			<p>Post: Discussion Forum – “Temples and temple Symbolism” (due Sunday, April 3rd at 11:59PM).</p> <p>Complete: Module 11 Quiz (due Sunday, April 3rd at 11:59PM).</p>
Week 12	April 4 th – April 12 th	<p><u>Module 12: Hinduism in the Diaspora</u></p> <p>Take home final assigned.</p>	<p>Attend: Group class discussion Friday, April 8th on “Hindu Temples”.</p> <p>Group 1: 11:35 – 12:25</p> <p>Group 2: 12:35 – 1:25</p> <p>Group 3: 1:35 – 2:25</p> <p>Watch: Lecture videos.</p> <p>Read: Rodrigues Chapter 13, and “<u>Building a Temple</u>” (Brightspace).</p> <p>Complete: Module 12 Quiz (due Sunday, April 10th at 11:59PM).</p>
	April 14 th – 28 th	Final Exam Period	Take home final due Thursday, April 28th at 11:59PM.

Course Notes:

1. Posting lecture notes to sharing sites – **please 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 ~~semest~~semester. ~~er-~~



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 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.

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