

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

**ANTH 2550/ RELI 2736
2021 FALL TERM
RELIGION AND SOCIETY**

Instructor: Alyshea Cummins

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Office Location: Online via Zoom

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Online/Blended: Asynchronous Online Learning with Synchronous Class Discussions

Course Content: Available on Mondays (except for holidays)

Live Class Discussions: Tuesdays from 10-11:25am EST

Course Requires Reliable and High-Speed Internet Connection

Description: (as in 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. Students will be able 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 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.

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 four 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:

Discussions	15%	Tuesdays (10-11:25am EST)
Quizzes	25%	Each Module
Assignments	30%	Each Module
Final Exam	30%	During the exam period
*BONUS MARKS	3%	*Due Friday Nov 26

Discussions (15%)

- Every Tuesday the class meets for live online discussions and activities via Zoom
- Students are expected to complete the module prior to each meeting
- Students will earn marks for their attendance and participating in discussions

SYLLABUS – RELI2736 / ANTH2550

- See the Class Schedule on Page 5 for more details

Weekly Quizzes (25%):

- Weekly quizzes gauge your attentiveness and help prepare you for tests
- 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

NOTE: There are no makeups for quizzes; see *bonus marks* for extra-credit opportunities.

Assignments (30%)

- Each Module will be followed by an Assignment or Activity
- There will be 11 Assignments or Activities in total (relative to the 11 Modules)
- Students only need to complete 6 out of 11 Assignments or Activities
- Students can complete up to 8 Assignments and if they do the best 6 will count towards their final Assignment grade
- Late Assignments are subject to a -.5-point penalty each day they are late and will not be accepted for grading 5 days after the deadline.

Both *Assignments* and *Quizzes* are available until 23:59 each following Sunday (see Class Schedule on page 5 of Syllabus; Please note that there is an exception for Module #6)

Final Exam (30%)

- The final exam is cumulative and will be online and held during the examination period
- Quizzes, Discussions, and Assignments will help to prepare students for the final exam
- The format will be similar to the assignments completed throughout the semester
- The exam is closed book. More details will be given closer to the date
- **Please note** that the final examinations in this course will use a remote proctoring service provided by Scheduling and Examination Services. You can find more information at <https://carleton.ca/ses/e-proctoring/>.

Bonus Marks (+3%):

Each student can earn up to 3% extra towards their final grade and/or makeup for missed Quizzes.

Extra-Credit Case Study (ECCS): Students who would like to earn bonus marks are asked to write a 750-word Case Study. Case Studies must reflect the themes and subjects covered in the course (see Schedule on Page 5) (for more information, see Instructions on Brightspace)

NOTE: Please email the professor if you are doing an ECCS to replace a quiz grade. All ECCS are **DUE Friday November 26, 2021**. Late Assignments are subject to a -.5-point penalty each day they are late and will not be accepted for grading 5 days after the deadline.

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 online through the Library or for purchase at the University Bookstore

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 live class meetings every Tuesday at 10am EST. Lecture videos, notes, and Multi-Media Readings will be posted weekly on Brightspace to be completed asynchronously.
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. Students must also complete any 6 out of 11 Assignments. See Brightspace for a complete list of all required readings, videos, and activities.
4. ***Is there a Final Exam?*** Yes. The final exam will be during the exam period and it will be administered online. It is closed book and will be e-proctored. More details will be given closer to date.
5. ***Can I earn bonus marks in this class?*** Yes, students can complete one Extra-Credit Case Study (ECCS) to earn up to 3% on top of their final grade. Students can also complete additional ECCS if they missed a quiz.
6. ***What if I miss a Quiz?*** If a student misses a quiz, they can complete an ECCS to replace the missed quiz grade.
7. ***What if I miss an Assignment?*** Late Assignments will be subject to a late penalty of -.5 points each day it is late. Late Assignments will not be accepted after 5 days. Remember that students only have to complete 6 out of 11 Assignments so they can miss up to 5 Assignments.
8. ***What is the best way to reach you?*** By email or the “Ask the Instructor Q&A” online forum on Brightspace.

SCHEDULE of CLASSES, READINGS, and ACTIVITIES

WEEK 1 Available: September 8	
<i>Welcome!</i> 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 cuLearn	
WEEK 2 Available: September 13	
Module 1	<i>Studying Religion</i> READ: Stein & Stein chapter 1 – “The Anthropological Study of Religion” COMPLETE: Module 1 on Brightspace CLASS MEETING: Tuesday 09/14 at 10am EST QUIZ #1 – Open on Brightspace until 23:59, Sunday 09/19 ASSIGNMENT #1 – Due on Brightspace 23:59, Sunday 09/19
WEEK 3 Available: September 20	
Module 2	<i>Importance of Myths</i> READ: Stein & Stein chapter 2 – “Mythology” COMPLETE: Module 2 on Brightspace CLASS MEETING: Tuesday 09/21 at 10am EST to discuss Module 1 QUIZ #2 – Open on Brightspace until 23:59, Sunday 09/26 ASSIGNMENT #2 – Due on Brightspace 23:59, Sunday 09/26

SYLLABUS – RELI2736 / ANTH2550

WEEK 4

Available: September 27

Module 3

Religious Symbols

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

COMPLETE: Module 3 on Brightspace

CLASS MEETING: Tuesday 09/28 at 10am EST to discuss Module 2

QUIZ #3 – Open on Brightspace until **23:59, Sunday 10/03**

ASSIGNMENT #3 – Due on Brightspace **23:59, Sunday 10/03**

WEEK 5

Available: October 4

Module 4

Religious Rituals

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

COMPLETE: Module 4 on Brightspace

CLASS MEETING: Tuesday 10/05 at 10am EST to discuss Module 3

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

ASSIGNMENT #4 – Due on Brightspace **23:59, Sunday 10/10**

WEEK 6

Available: October 12 (Tuesday)

Module 5

Religious Experience

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

COMPLETE: Module 5 on Brightspace

CLASS MEETING: Tuesday 10/12 at 10am EST to discuss Module 4

QUIZ #5 – Open on Brightspace until **23:59, Sunday 10/17**

ASSIGNMENT #5 – Due on Brightspace **23:59, Sunday 10/17**

WEEK 7

Available: October 18

Module 6

Religious Authorities

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

COMPLETE: Module 6 on Brightspace

CLASS MEETING: Tuesday 10/19 at 10am EST to discuss Module 5

QUIZ #6 – Open on Brightspace until **23:59, Friday 10/22**

ASSIGNMENT #6 – Due on Brightspace **23:59, Friday 10/22**

WEEK 8

READING WEEK: October 25-29

WEEK 9

Available: November 1

Module 7

Magic and Society

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

COMPLETE: Module 7 on Brightspace

CLASS MEETING: Tuesday 11/02 at 10am EST to discuss Module 6

QUIZ #7 – Open on Brightspace until **23:59, Sunday 11/07**

ASSIGNMENT #7 – Due on Brightspace **23:59, Sunday 11/07**

SYLLABUS – RELI2736 / ANTH2550

WEEK 10

Available: November 8

Module 8

Death and the Afterlife

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

COMPLETE: Module 8 on Brightspace

CLASS MEETING: Tuesday 11/09 at 10am EST to discuss Module 7

QUIZ #8 – Open on Brightspace until **23:59, Sunday 11/14**

ASSIGNMENT #8 – Due on Brightspace **23:59, Sunday 11/14**

WEEK 11

Available: November 15

Module 9

God(s) and Society

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

COMPLETE: Module 9 on Brightspace

CLASS MEETING: Tuesday 11/16 at 10am EST to discuss Module 8

QUIZ #9 – Open on Brightspace until **23:59, Sunday 11/21**

ASSIGNMENT #9 – Due on Brightspace **23:59, Sunday 11/21**

WEEK 12

Available: November 22

Module 10

Witchcraft and Society

READ: Stein & Stein chapter 10 – “Witchcraft”

COMPLETE: Module 10 on Brightspace

CLASS MEETING: Tuesday 11/23 at 10am EST to discuss Module 9

QUIZ #10 – Open on Brightspace until **23:59, Sunday 11/28**

ASSIGNMENT #10 – Due on Brightspace **23:59, Sunday 11/28**

WEEK 13

Available: November 29

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

CLASS MEETING: Tuesday 11/30 at 10am EST to discuss Module 10

QUIZ #11 – Open on Brightspace until **23:59, Sunday 12/05**

ASSIGNMENT #11 – Due on Brightspace **23:59, Sunday 12/05**

WEEK 14

December 7 (Tuesday)

Final Class Meeting

CLASS MEETING: Tuesday 12/07 at 10am EST to discuss Module 11

The Exam Discussion will also take place during this final meeting.

In accordance with the Carleton University Undergraduate Calendar Regulations, the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50	WDN = Withdrawn from the course		DEF = Deferred

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 12, 2021** and for April examinations (Winter) is **March 16, 2022**.

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/>
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Important Dates and Deadlines

FALL TERM 2021

September 1, 2021	Deadline for course outlines to be made available to students registered in fall and fall/winter term courses.
September 6, 2021	Statutory holiday. University closed.
September 7, 2021	Academic orientation (undergraduate and graduate students). Orientation for new Teaching Assistants.
September 8, 2021	Fall term begins. Fall and fall/winter classes begin.
September 17-19, 2021	Full and late summer term deferred final examinations to be held.
September 22, 2021	Last day of registration for fall term and fall/winter courses. Last day to change courses or sections (including auditing) for fall term and fall/winter courses.
September 30, 2021	Last day to withdraw from fall term and fall/winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
October 8, 2021	December examination schedule (fall term final and fall/winter mid-terms) available online.
October 11, 2021	Statutory holiday. University closed.
October 25-29, 2021	Fall break, no classes.
November 12, 2021	Last day to request Formal Examination Accommodation Forms for December examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
November 26, 2021	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade before the official examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
December 10, 2021	Fall term ends. Last day of fall term classes. Classes follow a Monday schedule. Last day for 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 for academic withdrawal from fall term courses. Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall term courses.
December 11-23, 2021	Final examinations in fall term courses and mid-term examinations in fall/winter courses may be held. Examinations are normally held all seven days of the week.
December 23, 2021	All 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-January 1, 2022	University closed.



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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