

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

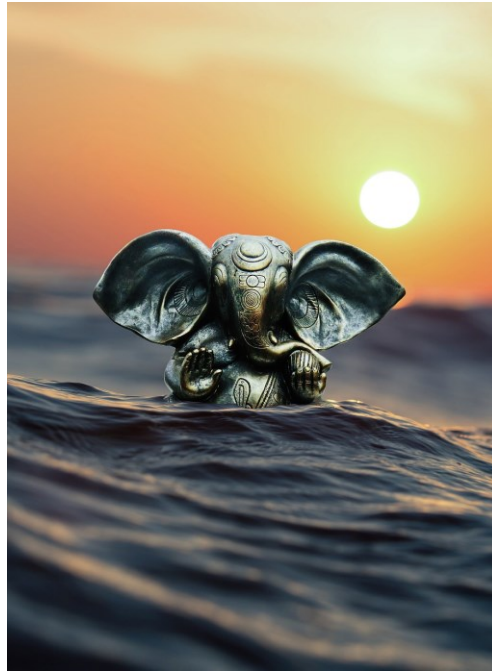


Image by [raghunandan singh](#) from [Pixabay](#)

Instructor: Prof. Jessica Ford

Class Time: Monday & Wednesday, 8:35 AM – 11:25 AM

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

Virtual Office Hours: Tuesday from 11:00AM – 12:00PM through Zoom (link provided on Brightspace) 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: JessicaFord@cunet.carleton.ca

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 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 rent or buy at the campus bookstore. A link to purchase/rent will be available on Brightspace.

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 other 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
5 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)	20%
Midterm Assignment	Due Monday, June 3 rd by 11:59PM	25%
Final Exam	TBD	35 %

Assessment Methods and Weighting of Grades

Evaluation will be based on the following:

- **Weekly Quizzes (20% of course grade).**

Each quiz should be attempted **only after all material for that week has been completed**. This means you will be better able to answer these questions after completing all assigned readings, attending all lectures, and watching assigned films, and/or short video clips (if applicable). 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 lectures. However, the quizzes will lean more heavily on assigned readings/films.

Each quiz will consist of 15 multiple choice and true/false 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 until the end of the week. Students will be allowed 30 minutes to complete this quiz. Keep in mind that once you open the quiz the clock starts – Brightspace will prevent any answers from being submitted after the 30-minute mark. There will be 7 quizzes in total (one per week), however **you are only responsible for 5**, thus you **may miss 2** without it affecting your mark. If you choose to complete all 7 quizzes, the lowest two marks will be dropped.

Each weekly quiz 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 (20% of course grade).**

With the exception of Week 1, discussion posts will be required weekly (please see the “Calendar of Activities and Evaluations” below for dates). Even though you will have until the end of the week in which the discussion posting is assigned to complete said posting, I suggest that you avoid waiting until the last minute to do so. This demonstrates respect for yourself as well as your fellow classmates – you will not be able to see the posts of your peers until you make your own posting, thus you will all need time to read and respond. Making your own posting in a prompt manner allows for this time. I suggest completing the discussion post by Friday, if possible.

There will be a total of 6 discussion prompts throughout the semester (see “Calendar of Activities and Evaluations” below for details). 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 **May 19th, at 11:59PM**.

The discussion post 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 **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.** Failure to do so will result in a “0” for that post. Do not draw from outside material for these postings unless otherwise instructed to do so.
- 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 80 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 (25% of course grade).**

This assignment will ask questions about the first three (3) traditions explored in the course (Hinduism, Jainism, and Buddhism). There will be some choice here. 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. This essay 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 **citation in Chicago Style (Link to Guide for Chicago Style) are required.** Please use the “author/date” method. Further guidelines for this assignment (which include the word limit and the questions being posed of you) will be posted on Brightspace by the end of the first week of the semester.

Due Monday, June 3rd 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 (**Thursday, June 6th 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 (35% of course grade).**

This exam will be held during the formal exam period (June 21st– 27th). 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. This means essays that rely on outside sources will not be accepted. Further, **AI-catching software will be utilized in the grading of all written work (essays, discussion posts, etc.). Any suspicious essays will be sent to the Dean’s office for further investigation and the assignment of appropriate penalties.**
4. 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. Additionally, this is a summer course which means that the material for a typical 12-week course is now compressed into 6 weeks. As such you should be prepared for double the weekly workload of a regular 12-week course. Each week we will be moving through a large amount of material and it is essential that you move through the course material (readings, films, etc.) in a timely fashion to avoid being overwhelmed towards the end of the course and possibly falling irreparably behind.

What does 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 6 hours of class time each week in addition to 12-18 hours of study/assignment time. All lectures will be delivered synchronously; this means that lectures will be given “live” during assigned class times. 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. Do keep in mind that there will be a timed 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.

As students in a 1000-level summer course you should expect approximately 45 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

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 provided above will also be provided on Brightspace) on Tuesdays from 11:00AM – 12:00PM 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	May 6 th – 12 th	<p><u>Module 1:</u> What is Religion?</p> <p><u>Module 2:</u> Intro to Hindu Traditions; Indus Valley; Vedas and Vedic Religion; the <i>Upanishads</i>.</p>	<p><u>Attend:</u> Lectures on Monday (May 6th) & Wednesday (May 8th) from 8:35–11:25AM.</p> <p><u>Read:</u></p> <ul style="list-style-type: none"> • Pages 23–27 & 30–42. • Selection from the <i>Upanishads</i> (Brightspace). • <i>Gita</i> comic (Brightspace). <p><u>Complete:</u> Week 1 quiz by May 12th at 11:59PM.</p>

<p>Week 2</p>	<p>May 13th – 19th</p>	<p>Classical Hinduism, and the Epics (including the <i>Bhagavad Gita</i>).</p> <p>Gods and Goddesses and Sectarian Hinduism.</p> <p><i>Bhakti</i>.</p> <p>Modern Hinduism.</p>	<p>Attend: Lectures on Monday (May 13th) & Wednesday (May 15th) from 8:35–11:25AM.</p> <p>Read: Pages 42–60, 62–79, 83–94 (omit “Ayurvedic Medicine” section), and 96-102.</p> <p>Complete: Week 2 quiz and “Intro” discussion post by May 19th at 11:59 PM.</p>
<p>Week 3</p>	<p>May 20th – 26th</p> <p>NOTE: There will be no classes on Monday, May 20th as the university will be closed.</p>	<p>Module 3: Intro to Jaina Traditions.</p> <p>History, sacred literature, and cosmology.</p> <p>Practice and expressive dimensions.</p>	<p>Attend: Wednesday (May 22nd) from 8:35–11:25 AM.</p> <p>Read:</p> <ul style="list-style-type: none"> • Pages 160–195. • <i>Mahavira</i> comic. • Bhagwan Parshvanath passage (Brightspace). • “<u>The incredibly strict diet of a Jain monk</u>” (Brightspace). • <i>Acaranga Sutra</i> (Brightspace). <p>Complete: Week 3 quiz and discussion post by May 26th at 11:59 PM.</p>
<p>Week 4</p>	<p>May 27th – June 2nd</p>	<p>Module 4: Intro to Buddhist Traditions.</p> <p>The First, Second and Third Gems and Early Buddhism.</p> <p>Theravada, Mahayana, and Vajrayana.</p>	<p>Attend: Lectures on Monday (May 27th) & Wednesday (May 29th) from 8:35–11:25 AM.</p> <p>Read:</p> <ul style="list-style-type: none"> • Pages 200–278. • <i>Buddha</i> comic. • <i>Parable of the Turtle and the Fish</i> (Brightspace). • “The Image of Nirvana” (Brightspace).

			<ul style="list-style-type: none"> •The <i>Dhammapada</i>, Chapter 1 (Brightspace). <p><u>Complete:</u> Week 4 <u>quiz</u> and <u>discussion post</u> by June 2nd at 11:59 PM.</p>
Week 5	June 3 rd – 9 th	<p><u>Module 5:</u> Intro to Sikhism</p> <p>History and practice.</p> <p>Differentiation & cultural expressions.</p>	<p><u>Attend:</u> Lectures on Monday (June 3rd) & Wednesday (June 5th) from 8:35– 11:25 AM.</p> <p><u>Read:</u></p> <ul style="list-style-type: none"> •Pages 114–155. •<i>Guru Nanak</i> comic. •Sikh sacred texts (Brightspace). •Watch <i>Roots of Love</i> (Brightspace) <p><u>Complete:</u> Midterm Assignment by Monday, June 3rd at 11:59PM. Week 5 <u>quiz</u> and <u>discussion post</u> by June 9th at 11:59PM.</p>
Week 6	June 10 th – 16 th	<p><u>Module 6:</u> Intro to Confucianism and Daoism</p>	<p><u>Attend:</u> Lecture Monday (June 10th) & Wednesday (June 12th) from 8:35– 11:25 AM.</p> <p><u>Read:</u></p> <ul style="list-style-type: none"> •Pages 282–340 & 353 – 356. <p><u>Complete:</u> Week 6 <u>quiz</u> and <u>discussion post</u> by June 16th at 11:59PM.</p>

Week 7	June 17 th – 18 th	Module 7: Intro to Shinto Final Exam Discussion	Attend: Lecture on Monday (June 17 th) from 8:35–11:25AM. Read: • Pages 360–397. Complete: Week 7 quiz and discussion post by June 18th at 11:59 PM.
	June 21 st – 27 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. The use of AI to complete any method of evaluation (including assignments, quizzes, and discussion posts) is **not permitted**.
3. 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 December 6th 2023)

Academic Dates and Deadlines

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

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

Copies of Written Work Submitted

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

Online Learning Resources

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

Academic Integrity Policy

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

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

Examples of plagiarism include, but are not limited to:

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

Co-operation or Collaboration

An important and valuable component of the learning process is the progress a student can make as a result of interacting with other students. In struggling together to master similar concepts and problems and in being exposed to each other's views and approaches, a group of students can enhance and speed up the learning process. Carleton

University encourages students to benefit from these activities which will not generally be viewed as a violation of the Policy. With the exception of tests and examinations, instructors will not normally limit these interactions.

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

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

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

Academic Accommodation Policy

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

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

Addressing Human Rights Concerns

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

Requests for Academic Accommodation

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

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

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

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

Survivors of Sexual Violence

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

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

Accommodation for Student Activities

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

Grading System at Carleton University

Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points and the percentage conversion can be found [here](#). Grade points indicated are for courses with 1.0 credit value. Where the course credit is greater or less than one credit, the grade points are adjusted proportionately.

Course Sharing Websites and Copyright

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

PowerPoint presentations, outlines, and other materials, are also protected by copyright and remain the intellectual property of their respective author(s).

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

Student Rights and Responsibilities at Carleton

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

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

Deferred Term Work

In some situations, students are unable to complete term work because of 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](#).

1. 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.
 - a. 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](#).

Financial vs. Academic Withdrawal

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

Making registration decisions in Carleton Central involves making a financial and academic commitment for the courses you choose, regardless of attendance. If you do not attend, you must withdraw in [Carleton Central](#) within the published deadlines to cancel

your registration. A fee adjustment is dependent on registration being canceled within the published [fee deadlines](#) and dependent on your course load. A course dropped after the deadline for financial withdrawal will receive a grade of Withdrawn (WDN), which appears on your official transcript.

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

If you are considering withdrawing from a course, you may want to talk to an advisor first. Course withdrawal may affect your student status, as well as your eligibility for student funding, immigration status, residence accommodation and participation in varsity sports, etc. Additionally, remember that once you choose your courses, you must use the “Calculate amount to pay” button to determine the correct amount of fees to pay. Carleton Central is your one-stop shop for registration activities. If you are interested in taking a course, make sure to complete your registration. Simply attending a course does not mean you are registered in it, nor is it grounds for petition or appeal.

Mental Health and Wellness at Carleton

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

[Counselling](#)

[Residence](#)

[Counselling](#)

[Supporting Your](#)

[Mental Health](#)

[Get Help Now](#) **If in crisis call:** Counselling Services: 613-520-6674 (press 2)
Monday-Friday, 8:30 a.m. – 4:30 p.m.

After Hours

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

- [Distress Centre of Ottawa and Region](#): Available 24/7-365 days/year and is bilingual (English/French).
 - **Distress:** 613-238-3311 ○ **Crisis:** 613-722-6914 ○ **Text:** 343-306-5550 (available 10:00 am – 11:00 pm, 7 days/week, 365 days/year) ○ Web Chat: blue chat icon at the bottom right corner of the website.
 - Text Service is available in English only to residents of Ottawa & the Ottawa Region.)
- [Good2Talk](#): Available 24/7-365 days/year and is available in English, French and Mandarin ○ Call: **1-866-925-5454** ○ Text GOOD2TALKON to 686868 ○ [Facebook Messenger](#)

- [Empower Me](#): A 24/7 resource service for undergraduate students. 1-833-628-5589 (toll-free)
- International SOS's Emotional Support: Offers 24/7 access to mental health professionals in more than 60 languages through their dedicated line +1 215-942-8478. Students can call this number collect (the person being telephoned receives the charges) to access services.

The Centre for Indigenous Support and Community Engagement

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

Department Contact Information

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