

Department of Philosophy and Carleton University Policies (Summer 18)

Assignments:

Unless specifically told otherwise by their instructors, students:

- Must not use a plastic or cardboard cover or paper clips.
- Must staple the paper (there is a stapler on the essay box).
- Must include the following on the first page: student name and number; course name and number; instructor's name.
- No assignments will be accepted after the last day for handing in term work – see dates below.
- Assignments handed in through the essay box (just inside the glass doors, Paterson Hall, Floor 3A) must be dropped into the box by **4:15** on a regular business day in order to be date-stamped with that day's date. Assignments handed in after 4:15 or on a non-business day will be stamped as having been handed in on the next business day.
- Students are required to keep copies of their assignments. If your paper is lost at any point, you will be considered not to have submitted it if you cannot produce a copy immediately on request.

Deferrals for Term Work:

If students are unable to complete term work because of illness or other circumstances beyond their control, they should contact their course instructor no later than *three working days* of the due date. Normally, any deferred term work will be completed by the last day of the term. Term work cannot be deferred by the Registrar.

Deferrals for Final Examinations:

Students are expected to be available for the duration of a course including the examination period. Occasionally, students encounter circumstances beyond their control where they may not be able to write a final examination or submit a take-home examination. Examples of this would be a serious illness or the death of a family member. If you miss a final examination and/or fail to submit a take-home examination by the due date, you may apply for a deferral no later than *three working days* after the original due date (as per the University Regulations in [Section 2.4, 2.5 and 2.5.1 of the Undergraduate Calendar](#)). Visit the [Registrar's Office](#) for further information.

Plagiarism:

It is the responsibility of each student to understand the meaning of 'plagiarism' as defined in the Undergraduate or Graduate Calendars, and to avoid both committing plagiarism and aiding or abetting plagiarism by other students. (Undergraduate Calendar Academic Regulations, section 12.0, or [Academic Integrity < Carleton University](#)

Academic Accommodation:

You may need special arrangements to meet your academic obligations during the term:

- *Pregnancy or religious obligation:* write to your professor 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.
- *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 test or exam requiring accommodation. After requesting accommodation from PMC, meet with your professor to ensure accommodation arrangements are made.

Important Dates:

May 7	Classes start.	July 2	Statutory holiday, University closed.
May 14	Last day for registration and course changes for <u>early</u> summer courses.	July 3	Late summer courses begin and full summer courses resume.
May 18	Last day for registration and course changes for <u>full</u> summer courses.	July 10	Last day for registration and course changes for late summer courses.
May 21	Statutory holiday, University closed.	July 23	Last day to withdraw from late summer courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
May 25	Last day for a full fee adjustment when withdrawing from <u>early</u> and <u>full</u> summer courses. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.	Aug. 6	Civic holiday, University closed
June 12	Last day for summative or final examinations in <u>early</u> summer courses before the official examination period.	Aug. 8	Last day for summative or final examinations for late or full summer courses before the official examination period.
June 19	Last day for <u>early</u> summer classes. Last day for handing in term work. Last day for academic withdrawal from <u>early</u> summer courses.	Aug. 15	Last day of late and full summer term classes. Classes follow a Monday schedule. Last day for handing in term work. Last day for academic withdrawal from late summer and full summer courses.
June 22-28	Final examinations.	Aug. 18-24	Final examinations.
June 28	Take-home examinations for early summer courses are due.	Aug. 24	Take-home examinations for late or full summer courses are due.

Useful Contacts:

Department of Philosophy:	3A35 Paterson Hall www.carleton.ca/philosophy 520-2110	Academic Advising Centre:	302 Tory www.carleton.ca/academicadvising 520-7850
Registrar's Office:	300 Tory www.carleton.ca/registrar 520-3500	Writing Services:	4 th Floor, Library http://www.carleton.ca/csas/writing-services/ 520-3822