



Carleton University
Sprott School of Business
BUSI 2400 Sections A, B & C
Fall 2017

Foundations of Information Systems

INSTRUCTOR(S)

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SECTIONS

Section	Day	Time	CRN	Location	Professor
A	R	2:35 pm	30580	TB210	Hine
B	W	11:35 am	30581	TB210	Riordan
C	R	11:35 am	30582	TB208	Riordan

TUTORIALS

Available via internet video from links provided in cuLearn. Videos released on a schedule beginning week of September 18. Tests accompany some labs. All details are provided in first lecture and in Assignment Details document available on cuLearn in Week 1.

ONLINE RESOURCES

This course uses cuLearn and other proprietary websites. Textbook is online. Classes make extensive use of real-time internet. You are required to have an internet-capable, browser-enabled communications device with either a functioning wifi adapter (to use CU resources) or a data plan for which you are financially responsible.

1) Help Desk

An email Help Desk is available to you to answer questions about assignments, tasks, due dates and other administrative and content questions. The Help Desk is staffed by a TA. As such, do not share information of a sensitive or private nature with the Help Desk. The Help Desk is available 24/7 and the service standard for reply is 12 hours. The address is: helpdesk2400@gmail.com.

2) Virtual Office Hours

An instructor will hold *virtual office hours* each week (except during Reading Week). *You are free to tune into any or all of the virtual hours no matter which section or instructor.* Office hours will be conducted via the *BigBlueButton* (BBB) facility on cuLearn. Simply log in and select the session to join once the instructor has signed in. You can lurk or ask a question. Chat only – no video or audio interfaces will be supported. Schedule:

Day	Time
Fri	4:30 pm – 5:30 pm
Sat	10:30 am – 11:30 am

CALENDAR COURSE DESCRIPTION

Foundations of Information Systems

Management issues associated with information systems in organizations. Definition, description, fundamental technologies impacts and development of information systems, and associated ethical issues.

Prerequisite(s): second-year standing. Restricted to students enrolled in B.Com., B.I.B., Minor in Arts Management, Minor in Business, Minor in Business for Engineers, B.C.S., or B.P.A.P.M. Lectures three hours and online tutorials require at least one hour a week, not including quizzes on lab material.

PREREQUISITES

The Sprott School of Business enforces all prerequisites. It is the student's responsibility to ensure that the prerequisites are met. Failure to meet the prerequisites may result in your deregistration from this course at any time into the term.

This course is a prerequisite to:

1. BUSI 3400 (with a grade of C or higher)
2. BUSI 3402 (with a grade of C or higher)
3. BUSI 3405 (with a grade of C- or higher)
4. BUSI 4009 (with a grade of C- or higher)
5. BUSI 4400 (with a grade of C- or higher)
6. BUSI 4404 (with a grade of C- or higher)
7. BUSI 4609 (with a grade of D- or higher)

COURSE OBJECTIVES

This course provides an introduction to the study of Information and Communications Technology (ICT) and Information Systems in organisations. ICT and IS are multidisciplinary, with contributions coming from computer science, organisational theory, organisational behaviour, management science, operations research, strategic management, sociology, psychology, human-computer interaction, cognitive science, neuroscience and political science. Since ICT broadly and information systems specifically are social as well as technical systems, their impact is best understood from a *sociotechnical* perspective. Topics covered will include: fundamental concepts of ICT and

IS, the technical foundations of ICT and IS, and approaches to building, deploying and controlling ICT and IS and the issues around evaluating the utility and managing the implementation of ICT and IS for the individual and the organisation. Presentation, collaboration and strategic planning skills will also be developed in this class. You will gain experience in functioning in an innovative and creative context.

LEARNING OUTCOMES

By the end of this class, students should be able to:

1. Apply various information technology tools to organise and render data and information in various contexts
2. Formulate and express arguments for and against the adoption of various technologies, expressed in the role of presenters to classmates and instructor
3. Assess the value inherent in security, privacy and ethical rules, regulations and legislation to both the individual, the organisation and to society as a whole
4. Identify opportunities for the organisation as offered by various technologies both existing and emerging
5. Be informed of the basic technologies that underpin organisational ICT and IS such as networks, operating systems and software applications
6. Become familiar with certain simple yet effective information systems and tools such as enterprise collaboration tools, databases, programming and macro writing as well as analysis and communication tools such as spreadsheets and presentation software
7. Assemble and present reports based on the decision-making needs of managers in various fields as they apply to information systems
8. Become comfortable working in a fast-paced, time-restricted group environment to solve technology challenges and present recommendations in real-time in a classroom setting
9. Develop a forward-thinking, evolutionary perspective on corporate strategy and practice transforming existing resources into new, value-added enterprises while leveraging technology in novel ways
10. Take an entrepreneurial perspective with regards to ICT and recommend ways to disrupt existing paradigms using ICT and IS

TEXT

Riordan, Robert, ***An introduction to ICT for the average smart person***, beans4all learnie system, Ottawa, Canada, ISBN: 978-0-9948267-0-1, distributed via links to HTML documents on cuLearn.

- **You must use the current version of textbook.** The textbook used in previous years is outdated and unsupported. **Weekly tests, the in-class test and the final exam are based on this book.**
- The text features numerous *[Interested?]* links, which lead to supplementary material on the World Wide Web. Students are expected to follow and study at least one such link per week in order to supplement the text. An electronic submission in chapter quiz weeks is required.

QUIZZES

There are several in-class quizzes on assigned reading materials. You will need an internet-enabled device with which you are sufficiently comfortable and which can render the quizzes in an acceptable format at sufficient size to allow you to complete the quizzes in the allotted time. The quizzes consist of multiple choice questions. Forgetting your device, or bringing a device with insufficient battery reserves might mean that you cannot complete the quiz as we will have only a limited number of paper versions of the test available.

TEST/FINAL EXAM

There is a 2-hour test held during lecture time in Class # 9. Both the test and the final exam are cumulative from week 1. The final exam is held during the formal examination period scheduled by the Registrar. If a student scores < 40% (rounded to nearest integer using a current version of MS Excel) on the in-class test, that student cannot gain credit for BUSI 2400 in the current term and is encouraged to withdraw in order to avoid an F on their transcript. If the student earns a grade of $\geq 72\%$ (rounded to nearest integer using a current version of MS Excel), that student may choose to forego the final exam and keep the earned grade on this test as the 35% test part of

their total grade. If the student achieving 72+% decides to write the final, the grade on the final exam replaces the grade earned on the test, and the final exam grade is used in place of the test grade **no matter which is higher**. If a student does not achieve a grade of 72% on the in-class test, the student must write and pass the final exam. Note that unless the student is verifiably ill at the time of the in-class test, the student must write the test. Failure to write the in-class test in the absence of an acceptable medical certificate results in a grade of 0 (zero). In any case, if you write the final, you must attain a mark of at least 50% in order to gain credit for this course **even if you passed the in-class test**. There are other necessary criteria for gaining credit for this course. See **CREDIT FOR BUSI 2400** section below in this document.

Important notes about the in-class test

The test is **not** returned to you once graded. Specific times (ASAP after marking) will be scheduled during which you can view your test with a grader and determine if there are discrepancies. You may not leave the room with the test in your possession. In addition, you may not make copies of any part of the test in any form (other than in your memory). **Failure to comply with these rules will result in you being reported to the Associate Dean for an instructional offence**. Test marks are only reviewable within the 10-day period following their release.

Furthermore, there are no makeup tests. If, for whatever **documented** reason (an **original medical note**, for example, which → **MUST SPECIFY THE DATE OF THE TEST AND THE PHYSICIAN’S NOTE THAT YOU WERE UNABLE TO WRITE A TEST ON THAT DATE FOR A MEDICAL REASON** ←), you do not write the test at the prescribed time, then you must write the final exam. Failure to write the final or a deferred for any reason will result in a grade of F. You can apply to write a deferred exam. See the criteria regarding receiving credit for BUSI 2400.

You must show the **original** medical certificate to your instructor, keep the original for your records in case it is needed subsequently, and provide a photocopy for our records. For other rare circumstances, your instructor will decide *ad hoc*, along with the Associate Dean Undergraduate, what constitutes reasonable documentation.

ONLINE TUTORIALS:

There is a total of nine (9) tutorial videos, with a quiz accompanying five (5) of them. Each quiz is worth 1% of your overall grade. Tutorial material is made available to you via video with accompanying PowerPoint, released on the schedule below. You have from Monday no later than 12:00 (noon) to Friday at 11:59 pm to review the tutorial material online. If a tutorial has an associated quiz, it must be completed by 11:59 pm on the Friday of that week. The test is administered through cuLearn and will consist of 10 multiple choice questions with 5 minutes to answer the quiz. Tutorial videos include sessions focused on Microsoft Access and Excel.

TUTORIAL VIDEO RELEASE AND QUIZ SCHEDULE:

Note that the first tutorial is released on the Monday of the second week of class but tested up to end of the third week of class. All other release dates are the Monday (except October 9, which is a holiday. The Quiz dates below are Fridays and the quiz will be available on cuLearn until 11:59 pm on that day. You have 5 minutes to complete the quiz, which will consist of 10 multiple choice questions chosen at random from a bank of 40-50 questions.

Tut #	Available	Quiz	Content
1	Sep 18	Sep 29	Introduction to Excel
2	Oct 2	-	Introduction to Access database software
3	Oct 2	Oct 13	Access tables
4	Oct 2	Oct 20	Access queries
5	Oct 30	-	Excel Pivot Tables
6	Nov 6	-	VBA Programming – Part I

7	Nov 6	Nov 17	VBA Programming – Part 2
8	Nov 6	-	VBA Programming – Part 3
9	Nov 6	Dec 1	VBA Programming – Part 4

ASSIGNMENTS

There are many small to medium-sized assignments in this class. Each is described in full in the Assignments Detail document on cuLearn, and adequate warning and discussion will be provided in all or any of class notes and discussions, in lab videos and potentially via various other electronic means. There are several resources to use to accomplish the tasks required in this class, including a dedicated **Help Desk** providing guaranteed 12-hour email turnaround, 7 days a week and the two virtual office hours conducted each week except for Reading Week.

EVALUATION*

Individual grade weight 57% / Group grade weight 43% (Group grades are peer evaluated)

ELEMENT	WEIGHT %
Multiple assignments, presentations, quizzes and reports	65
Test/exam*	35
TOTAL	100

*See Credit for BUSI 2400 section below for critical information.

The term consists of 12 classes over 13 weeks.

#	Item	Value (%)	Date	Description
1	Crew activities	43*		
a	Crew Challenge Reports (CCRs)	12*	Class 2-8, 10 (two most weeks)	The result of your in-class research and proposal. Posted in your cuLearn Crew area. Due at closing of the class Crew Challenge. Fourteen (14) events, twelve (12) are graded. One (1) mark each. Graded using Excellence Scale.
b	Crew Challenge Presentations (CCPs)	6*	Class 2-8, 10 (0 or 1 in any given class)	Grading of Crew professionalism, efficiency and quality of the Crew Challenge presentation component. Five (5) events, two (2) are graded for three (3) marks each. One (1) is practice (week 2 or 3), one (1) is a feedback challenge (could be w.1 or w.2) and the remaining is a non-graded presentation that could either be a w1 or a w.2.
c	Dynamic Excel	10*	In-class presentation Class 11 – week of Nov 27	Using pivot tables in Excel, answer questions about a dataset and create compelling visualisations of the data using Excel. Group presentation. Using City of Ottawa client contact data.
d	Disrupt an Industry Proposal (DIP)	15*	In-class presentation Class 12 – week of Dec 4	Disrupt or prevent the disruption of a firm or industry of your choosing primarily using ICT.
2	Individual activities	57		
a	Tutorial quizzes	5	See schedule	Five (5) tutorial quizzes worth 1 mark each. Administered electronically via cuLearn.

b	In-class quizzes	7	Eight (8) quizzes and Interested summaries	Each quiz and Interested summary is worth .5 mark each. This sums to 8 marks and is prorated to 7 marks total. Administered electronically via cuLearn.
c	Access assignment	10	Part 1: Friday of week 6 – Oct 20 @ 23:59. Part 2: By Friday November 3.	Per assignment instructions available on cuLearn in advance of due date.
d	In-class Test/Final exam**	35	Your class during week 9 – week of Nov 13**	In-class test. Final exam is scheduled by the Registrar.
~	TOTAL	100		

* See the PEER EVALUATION area below for information on marks for group projects.

** See *Credit for BUSI 2400* below.

- Note:**
- Be sure to keep personal PRINTED and ELECTRONIC copies of all submitted assignments.
 - All feedback is electronic via cuLearn.
 - No late assignments are accepted.
 - No make-up assignments or tests are provided. CuLearn provides an electronic time stamp.

Special Note: The lab quizzes are graded by cuLearn, the in-class quizzes are graded by cuLearn and TAs, and the in-class test, final exam and assignments are graded by the instructor and/or by TAs. Our service target is to post grades within one week. All grades will appear in cuLearn. You will then have **10 days** to review your results and report any discrepancies to your instructor. Any discrepancies reported beyond that time will not be entertained (though they might be entertaining).

Note that grades are not considered final even if released in any form including verbal until approved by the Dean of the Sprott School of Business.

CREDIT FOR BUSI 2400

In order to receive credit, you must meet the requirements for satisfactory in-term performance (as specified below) **AND** you must achieve a minimum grade of 40% on the in-class test and subsequently a minimum grade of 50% on the final exam, or a grade of 72% or higher on the in-class test. A grade of 72% or higher on the in-class test allows you the choice to write the final or not, but if you write the final, regardless of your grade on the in-class test, you must achieve a grade of 50% or better on the final. Furthermore, your grade on the final becomes your test/exam grade regardless of which grade is higher. See below for complete details.

The requirement for **satisfactory in-term performance** consists of three (3) criteria:

- 1) **You must write the in-class test.** A missed in-class test must be documented per the procedure specified in this outline. Either you write the test or you produce a medical certificate according to the guidelines in this document within 7 days. You show the original to your instructor, provide a copy of that original to your instructor at the same time, and then keep that original for your records should we need to verify any details at a later date. It is your responsibility to produce the original document at any time it is required. If you do not write the in-class test, you must write the final exam. If you do not write either the in-class test or the final exam, whether at the scheduled exam time or as a deferred, you cannot pass this course. See below for minimum grade requirements.
- 2) **You must score a minimum grade of 40% on the in-class test.** If you do not score 40% or better on the in-class test, you will not receive credit for this course no matter what grades you receive on any or all other components of this course. If you score 72% or better on the in-class test, you can choose to have that test mark count as your test/exam grade in the class and not write the final. To be clear: You must score a minimum grade of 40% on the in-class test. If you score between 40 and 71.4%, you must write and

achieve a minimum grade of 50% on the final. If you achieve a grade of 72% or better on the in-class test, you can elect to have your test score become your grade for the 35% test/exam portion of the class. But be very clear on the following: *Whatever grade you receive on the final exam is your 35% test/exam grade*. You cannot choose one grade over the other. The final exam grade, if written, is your grade for the 35% test/exam component of the class. Finally, if you write the final exam either due to not having achieved the 72% cut-off or having achieved the cut-off but having chosen to write the final, you must score a grade of 50% or better on the final exam. In all instances regarding grade cut-offs, we round to the nearest integer using a current version of MS Excel.

- 3) **Your overall term work grade** (i.e. the weighted sum of all individual and group assignments after peer evaluation weights are applied as well as your test grade and any bonus marks earned, when considered together as your final pre-exam grade) **must be 50% or higher**. In all instances regarding grade cut-offs, we round to the nearest integer using a current version of MS Excel.

Please be very clear on all of this. It's complex and critical. Ask if you need clarification.

FAILURE (F):

Unsatisfactory in-term performance in this course will lead to a grade of F in this term.

PEER EVALUATIONS:

There are three (4) Peer Evaluations to be completed by each group member. The due dates for Peer Evals are listed below. You score your group members (**including yourself**) on a scale from 6-10. This can have a significant impact on your and your group member's marks. Evals are averaged to calculate weights. This weight is used to derive your final mark for that particular assignment or group of assignments. **If you neglect to evaluate your peers for any group assignment, your own peer eval will be calculated as if you had given yourself a six. Furthermore, you have no impact on your group members' mark (your missing evaluation is ignored in calculating their weight).** This means that your contribution to the assignment will be weighted at the *lowest possible value!* Moral of the story: **Do your evaluations. Evals will be available from a link to the TEAMMATES website provided in cuLearn.** Peer evals will be available until 11:59 pm the day of **your class** in the weeks stipulated below. **You can evaluate yourself and your peers as often as you want while the evaluations are open. The last evaluation you do will be used.** Details on how to complete the peer evals will be provided later in the term. The first evaluation is done following the two weeks of practice CCs in the term. Here your evals will have no grade impact as there are no grades associated with the first CCs in the term, but will nevertheless be asked to provide your accolades on effort and your thoughts on how crew members can improve their game and thus how the crew can achieve an optimal dynamic.

Peer Evaluation Deadlines

Peer Eval	Due Class #
Baseline	3 – Week of Sept 25
Crew	10 – Week of Nov 20
Excel	11 – Week of Nov 27
DIP	12 – Week of Dec 4

LETTER GRADES

In accordance with the Carleton University Undergraduate Calendar (p. 34), 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

COURSE SHARING WEBSITES

A number of course sharing websites, such as *Course Hero* among others, have recently emerged which facilitate students in posting course material, including exams, for others to freely share. While I cannot prevent you from engaging in this activity (it is anything but heroic), please let me remind you of the following:

Classroom teaching and learning activities, including lectures, discussions, presentations, etc., by both instructors and students, are **copy protected and remain the intellectual property (IP) of their respective author(s) and you may not record them on any media for any purpose without the written consent of the presenter(s)**. All course materials, including slide presentations in any format, outlines, online textbooks, tutorial materials, crew challenge material, assignments and their documentation and anything else that happens around BUSI 2400 are also **protected by copyright and remain the intellectual property of their respective author(s)**. You are permitted to use them for *personal* study purposes only.

To be perfectly clear:

Students registered in this course may take notes and make copies of course materials for their own educational use only. You may not amass and share banks of test questions, assignments, or any other examinable material for sharing in any format. You do not have permission to reproduce or distribute questions, lecture notes or any other course material publicly or privately for commercial or non-commercial purposes without the written consent of the copyright holder(s). In all cases, that includes Professor Robert Riordan.

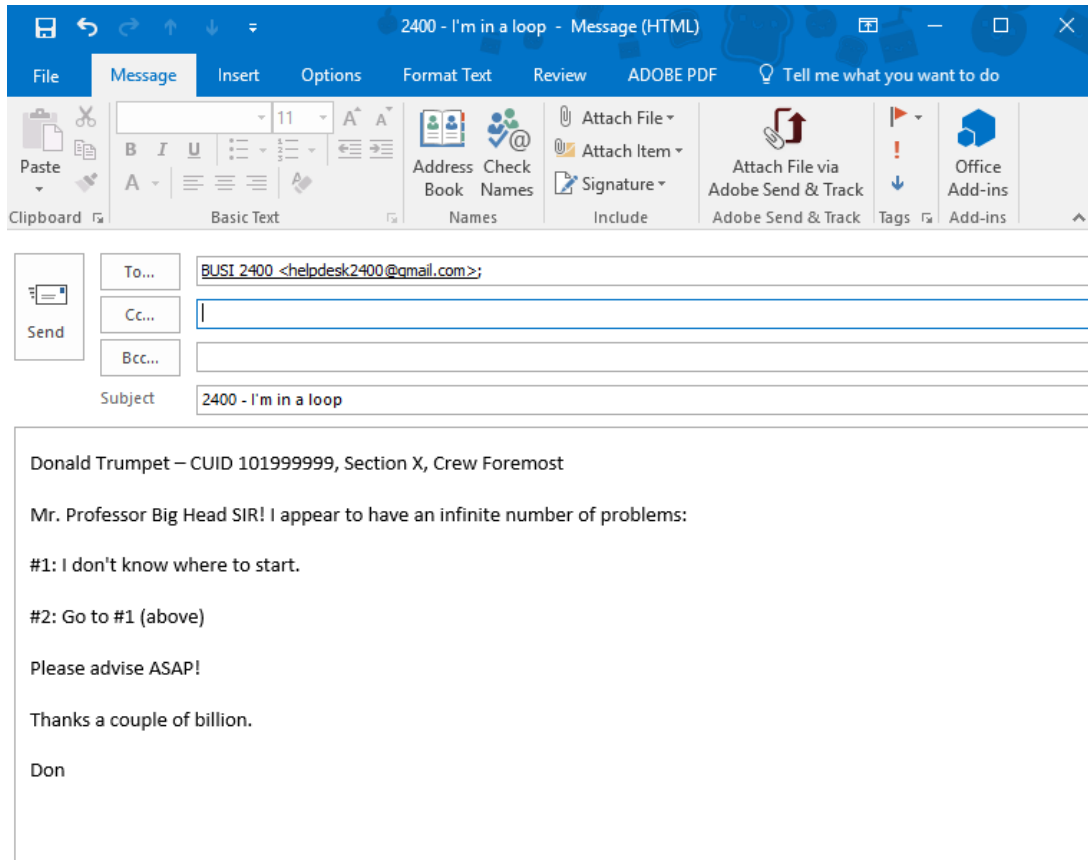
COMMUNICATION - 2400 EMAIL PROCEDURE

It is important to use the structure outlined in the template below:

- The subject of the email must begin with **2400**.
- The first line in the body of the email must contain your name, student number, section of the course and your Solution Crew (SC) name (more on SC later).

SPECIAL NOTE:

- **Your instructor will not reply** to emails which ask for information that was either supplied verbally in class, is in class notes, was provided in tutorials videos or was posted as a news item on cuLearn, including during the weekly BBB Virtual Office Hours sessions. Those sessions are searchable offline. So make sure the information isn't in the public domain before you ask...
- **Do not expect** an email reply from your instructor if you do not use the proper email procedure.
- The Help Desk, however, **will always reply within 12 hours**.



DETAILED COURSE SCHEDULE*

Class	Week of	Topic	Chapter Quiz	Lab Quiz	Other
1	S 10	Intro to class and b4a simulation; Chapter 1 (intro)			~
2	S 17	Chapter 1 (concluded) + Chapter 2 (first half)	1		CC 2.1**
3	S 24	Chapter 2 (concluded)	2	XL 1	CC 3.1** Peer Eval #1
4	O 1	Chapter 3	3		CC 4.1, 4.2
5	O 8	Chapter 4	4	AC 1, 2	Cc 5.1, 5.2
6	O 15	Chapter 5	5	AC 3	Access Part 1 due, CC 6.1, 6.2
-	O 22	~ Reading week ~			
7	O 29	Chapter 6	6		Access Part 2 quiz, CC 7.1, 7.2
8	N 5	Chapter 7	7	PR 1, 2	8.1, 8.2
9	N 12	~ In-class Test ~			Test
10	N 19	Chapter 8	8		CC 10.1, 10.2 Peer Eval #2
11	N 26	Dynamic Excel		PR 3, 4	Dynamic Excel Peer Eval #3
12	D 3	Course wrap-up			DIP Peer Eval #4

*Note: While every attempt will be made to keep to this schedule, unforeseen circumstances may necessitate modifications throughout the semester. ** Not graded.

Please check the University's important dates & deadlines

(<http://calendar.carleton.ca/undergrad/undergraduniversity/academicyear/>) for information on this term's start and end dates, holidays and drop deadlines.

Academic Integrity

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include; a grade of Failure in the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <http://carleton.ca/studentaffairs/academic-integrity>.

Sprott Student Services

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

Required calculator in BUSI course examinations

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII. A calculator is *not* required for BUSI 2400.

Group work

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks / assignments / projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

Academic Regulations, Accommodations, 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:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

Requests for 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*). **Requests made within two weeks will be reviewed on a case-by-case basis.** After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website (www.carleton.ca/pmc) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

The deadlines for contacting the Paul Menton Centre regarding accommodation for final exams for the **December 2017 exam period is November 10, 2017.**

For Religious Obligations:

Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event.

Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

Students and instructors can confirm accommodation eligibility of a religious event or practice by referring to the Equity Services website (<http://carleton.ca/equity/accommodation/religious-observances/>) for a list of holy days and Carleton's Academic Accommodation policies. If there are any questions on the part of the student or instructor, they can be directed to an Equity Services Advisor in the Equity Services Department for assistance.

For Pregnancy:

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

Important Information:

- Students must always retain a hard copy of all work that is submitted.

- All final grades are subject to the Dean's approval.
 - 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 CARLETON address. Therefore, it would be easier to respond to your inquiries if you would send all email from your Carleton account. If you do not have or have yet to activate this account, you may wish to do so by visiting <http://carleton.ca/ccs/students/>
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