

Quick Reference Guide to Academic Accommodation for Instructors 2024-2025

Academic accommodation refers to educational practices, systems, and support mechanisms designed to accommodate diversity and difference within the meaning of the Ontario Human Rights Code. The purpose of accommodation is to enable students to perform the essential requirements of their academic programs. At no time should academic accommodation undermine or compromise the learning objectives that are established by the academic authorities of the University. Under the Code, accommodation is assessed and provided on an individual basis, up to the point of undue hardship.

It is important to include information on academic accommodation in your course outline. Please include a link to the [Course Outline Information on Academic Accommodation](#) in your course outline. During the first few classes, remind students of their responsibility when requesting any form of academic accommodation and refer students to this link as a resource.

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Accommodations for Students with Disabilities

The [Paul Menton Centre for Students with Disabilities](#) (PMC) conducts formal assessment of academic accommodation requests from students with disabilities based on relevant medical documentation from regulated health care practitioners. The PMC determines appropriate individualized accommodations that are relevant to the student's disability-related functional impairments while maintaining academic standards on a course-by-course basis. A student's academic accommodation needs are formally communicated in a **Letter of Accommodation** digitally housed in the [Ventus Faculty Portal](#). A student with a disability requiring academic accommodations in your course must contact the PMC to formally register by attending an intake appointment with a PMC coordinator and providing the necessary medical documentation. A digital student file is created in Ventus after the intake. Once students are deemed eligible to receive accommodations from the PMC, they are advised to request accommodations in the [Ventus Student Portal](#) at the beginning of each term or at least 14 calendar days before the first test or exam in the term.

As the Instructor, you are required to:

1. Engage in constructive dialogue with the student and, if necessary, consult with their PMC coordinator regarding the best ways to facilitate the implementation of accommodation requests as specified in their Letter of Accommodation.
2. Work with the student and/or the PMC to coordinate classroom accommodations and accessibility (e.g. volunteer note takers, sign language interpreters, captioning of multi-media materials in the classroom).
3. Make accommodation arrangements for quizzes, tests, midterms, or end-of-term exams that are not formally scheduled in your course. **PLEASE NOTE:** Instructors may choose to make these accommodation arrangements on their own, or use the wide range of in-person and online exam services offered by the [McIntyre Examination Centre](#) (MEC), a unit within the Scheduling and Examination Services (SES) Office.
4. If you wish to use [MEC's services](#), please [submit a Notice of Examination \(NoE\) through the Ventus Portal](#) as soon as possible. The deadline to submit an NOE is outlined in the [Examinations Memo](#) sent to all course instructors by Scheduling & Examination Services (SES) before the term. MEC will accept NOEs after this deadline, but a late fee may be charged to the department. NOEs received within 14 calendar days of the exam date are subject to space and proctor availability.

Please note: Only one (1) MEC service request is needed for each test/exam. For questions about MEC services, please email us at [ExamRoom](#).

Additional Resources:

The Paul Menton Centre has prepared a series of FAQs and resource guides on the following topics:

- [Understanding Academic Accommodations at Carleton](#)
- [Understanding Students' Accommodation Process](#)
- [Facilitating Teaching Accommodations in Your Course](#)
- [Requesting and Managing Exam Accommodation Services](#)
- [Recommended Disability Accommodation Statement in Course Outline](#)
- [Determining Essential Requirements in a Course or Program](#)
- [Universal Instructional Design](#)
- [Working with Students Who Deaf or Hard of Hearing](#)

Religious Observances/Obligations Accommodations

Students requiring accommodation on the basis of religious observance or obligation should direct their request to their instructors with possible suggestions for alternate dates and/or means of satisfying any academic requirements involved. Students should make the request early in the term, ideally, as soon as a need for accommodation is known to exist.

Upon receipt of a request for religious accommodation, as an instructor, you are required to:

1. Determine an appropriate accommodation in consultation with the student in a way that avoids academic disadvantage to the student. For in-class and mid-term accommodations requests, discuss and work directly with the student. For final exam accommodation, discuss with the student and once you have reached an agreement regarding the most appropriate form of accommodation, if needed, contact [Scheduling and Examination Services \(SES\) Office](#) to coordinate the accommodation.
2. You may assess the eligibility of the event prior to determining an accommodation. If you are not familiar with the religious observance, ask the student to clarify the actual obligation of the religious event. You can also refer to the [commonly cited religious/spiritual observance](#).

If you or the student have further questions or need clarification within the University's accommodation policy, please contact Equity and Inclusive Communities (EIC) at equity@carleton.ca or by calling (613) 520-5622 to speak to an Equity Advisor.

Pregnancy Accommodations

Pregnancy accommodation may involve a temporary modification of the elements of the student's academic program (e.g., laboratory, tutorial, mid-term, final exam, or fieldwork). Please note, as a student's pregnancy progresses, their needs and accommodations may change as well. In these cases, it is not uncommon for the student to reconnect with you with updated accommodations. You are also welcome to check-in with them throughout the course about their accommodations or let them know at the start that if their needs or accommodations change as they progress in their pregnancy, to reach out to you.

Upon receipt of a request for accommodation based on pregnancy, as an instructor, you are required to:

- Determine an appropriate accommodation in consultation with the student in a way that avoids academic disadvantage to the student. For in-class and mid-term accommodation, discuss directly with the student any request for an in-class accommodation. For final exam accommodation, discuss with the student any request for accommodation for final examinations. When you have reached an agreement regarding the most appropriate form of accommodation, if needed, contact [Scheduling and Examination Services \(SES\) Office](#) to coordinate the accommodation.

If you or the student have further questions or need clarification within the University's accommodation policy, please contact Equity and Inclusive Communities (EIC) at equity@carleton.ca or by calling (613) 520-5622 to speak to an Equity Advisor.

Family Status Accommodations

Family-status accommodations may involve a temporary or adjusted modification of the elements of the student's academic program (e.g., laboratory, class attendance, assignment, mid-term, final exam, or fieldwork).

Upon receipt of a request for accommodation, you are required to discuss directly with the student any request for an in-class accommodation.

If you or the student have further questions or need clarification within the University's accommodation policy, please contact Equity and Inclusive Communities (EIC) at equity@carleton.ca or by calling (613) 520-5622 to speak to an Equity Advisor.