Accommodation Statement for Course Outline (Instructor Resource)

Please feel free to copy and paste the accommodation statement below into your syllabus. By coping and pasting this information, we ask that you do not make any adjustments such as editing, rewording, or removing information. For a quick reference guide to academic accommodations for instructors, [click here](https://carleton.ca/equity/focus/discrimination-harassment/).

=============================== [Copy below this line] ===================================

Accommodation Statement

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)](https://carleton.ca/pmc/) provides academic accommodations and support services to students with Learning Disabilities (LD), 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 permanent, persistent/prolonged, or temporary disability requiring academic accommodations in my course, please contact the PMC at 613-520-6608 or pmc@carleton.ca for a formal intake.

If you are already registered with the PMC, please request your accommodations for this course through the [Ventus Student Portal](https://ventus.carleton.ca/student/) at the beginning of the term, and no later than 10 business days before the first scheduled test or exam requiring accommodation (if applicable). Requests made within 10 business days will be reviewed on a case-by-case basis.  For the final exam, the deadline to request accommodations is published in the [University’s Academic Calendars](https://calendar.carleton.ca/academicyear/).

After requesting accommodations through the Ventus Student Portal, please meet with me to discuss your accommodation needs and how they will be implemented in my course.

**Religious Accommodation:**

Please write to me with any requests for academic accommodation during the first few weeks of class, or as soon as possible after the need for accommodation is known to exist. If a date for a religious observance that cannot be confirmed until closer to the date (ie. those that are dependent on the sighting of the moon, etc.) please connect with me in advance regardless so we can plan accordingly. For more details about the accommodation policy visit [Equity and Inclusive Communities (EIC) website](http://www.carleton.ca/equity/).

**Pregnancy and Family-Status Related Accommodation:**

Please write to me with any requests for academic accommodation during the first few weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details about the accommodation policy, visit the [Equity and Inclusive Communities (EIC) website](http://www.carleton.ca/equity/).