

Quick Reference Guide to Academic Accommodation for Instructors 2023-2024

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.

There are four types of accommodations are: accommodations for disabilities, religious observance, pregnancy, and family status. A statement about accommodations must be included in each of your course outlines which can be found at the end of this document titled “[Accommodation Statement for Course Outline](#)”.

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 10 business days before each test or exam.

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 the 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 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.

If you wish to use MEC's services, please submit a **Notice of Examination (NoE)** at least **10 business days** before each quiz, test, midterm or exam to ensure they have the necessary resources to meet your students' accommodation needs. For more information about the [MEC's services](#) and [how to submit a NoE](#) through the Ventus Faculty Portal.

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 submit a written request to their instructors with suggestions for alternate dates and/or means of satisfying any academic requirements involved. Students should make the request early in the term, ideally, within the first few weeks or as soon as possible after a need for accommodation is known to exist.

Upon receipt of a request for religious accommodation, 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 directly discuss 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, please 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. Please note, commonly cited religious/spiritual observance can be found [here](#). 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).

Upon receipt of a request for accommodation, 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, please 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.

Accommodation Statement for Course Outline

The following is a summary of information shared above but written for students. The objective is to inform students of the steps to take in conjunction with their instructor to request an accommodation.

Please feel free to copy and paste the accommodation statement below into your syllabus. It is essential to include the following statement on your course outline and read it at the beginning of your first few classes to remind students of their obligations when requesting any form of academic accommodation. This statement has also been included on Equity and Inclusive Communities website as a Word document for ease of copying onto your syllabus and can be [found here](#). By copying and pasting the information below, we ask that you do not make any adjustments such as editing, rewording, or removing information.

===== [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 \(PMC\)](#) 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](#) 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](#).

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](#).

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](#).