



STUDENT GUIDE TO ACADEMIC ACCOMMODATION

STUDENT GUIDE TO ACADEMIC ACCOMMODATION

Students with disabilities

Identify your needs for disability-related academic accommodation to the Paul Menton Centre for Students with Disabilities (PMC), supported by relevant documentation from a registered health care professional, by booking an intake appointment with a PMC Coordinator. Documentation forms are available for download on the PMC website for <https://carleton.ca/pmc/registering-with-pmc/documentation-forms/>.

Students with religious/spiritual obligations

As soon as you receive your course syllabus, identify any potential conflicts between your religious/spiritual obligations and course requirements. Please write to your instructor 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.

Please Note: If a date for a religious observance cannot be confirmed until closer to the date (eg. those that are dependent on the sighting of the moon, etc.) please connect with your instructor in advance regardless to plan accordingly.

If your request for accommodation is denied, you may contact Equity and Inclusive Communities and request assistance in an informal review of the decision.

For detailed information on religious/spiritual obligations, please visit the EIC website for more information.

Students with family status related needs

Family Status

Family status 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). Write to your instructor any requests for a family status accommodation during the first few weeks of class, or as soon as possible after the need for accommodation is known to exist.

Pregnancy

Write to your instructor any requests for a pregnancy-related accommodation during the first few weeks of class, or as soon as possible after the need for accommodation is known to exist.

- For in-class and mid-term accommodations, discuss directly with the instructor.
- For final exam accommodation, discuss with the instructor ahead of time any request.

Parental Leave

Either parent may request leave within 12 months of the date of birth or custody or request for leave for health-related family responsibilities. For detailed information on this process and qualifications, please visit the Human Rights Policy on the EIC Website.

Contact Us

Department of Equity and Inclusive Communities

Phone Number: 613-520-5622

3800 Carleton Technology & Training Centre

Email: equity@carleton.ca

Website: carleton.ca/equity

Paul Menton Centre for Students with Disabilities

Phone Number: 613-520-6608

TTY: 613-520-3937

500 Nideyinàn (formerly University Centre)

Website: carleton.ca/pmc