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 (e.g., 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