



Student guide to academic accommodation

**Three types of accommodations are:
disabilities, family status and
religious observance.**



Equity Services
503 Robertson Hall
613-520-5622
carleton.ca/equity



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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 at carleton.ca/pmc/docs/index.html.

Students with needs related to family status

Pregnancy

A. For final exams

Identify and discuss your needs for final examinations with your professors. When an agreement is reached fill out and submit the online **Pregnancy Accommodation Final Exam Request Form** at: carleton.ca/equity/accommodation. Equity Services will forward the request to Exam Services to coordinate the accommodation.

B. For in-class accommodations ONLY

If you anticipate you will only require in-class accommodations, discuss them directly with your course instructor.

If your request is denied for in-class or final examinations, or you require clarification contact equity@carleton.ca or call 613-520-5622 to speak to an Equity Advisor.

For any additional needs related to family status please contact Equity Services.

Parental leave

Either parent may request up to three terms of leave, which must be completed within 12 months of the date of birth or custody or request for leave for health-related family responsibilities.

For detailed information on pregnancy and parental leave policies please visit our website at: carleton.ca/equity/accommodation/academic/

Students with religious obligations

1. As soon as you receive your course syllabus, identify any potential conflicts between your religious obligations and course requirements.

2. Make a formal written request to your instructor indicating the nature of the religious obligation and suggest possible alternative dates and/or means of satisfying the academic requirements.

NOTE: Such request should be made during the first two weeks of the term, or as soon as possible after a need for accommodation is known to exist, but in no case later than the second last week of classes for that term.

Even if you are unclear as to the exact date of the obligation (e.g., when waiting for a moon sighting) you are still expected to notify your instructor of the potential conflict and explore accommodation options.

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

For detailed information on Religious Obligations please visit our website at: carleton.ca/equity/accommodation/academic/

Contact information

Equity Services 613-520-5622

503 Robertson Hall

Email: equity@carleton.ca

Website: carleton.ca/equity

Paul Menton Centre for Students with Disabilities 613-520-6608

TTY: 613-520-3937

500 University Centre

Website: carleton.ca/pmc

Related resources

Carleton Human Rights Policy and Holy Days Calendar: carleton.ca/equity

Equity Services provides confidential, impartial advice and service to all members of the University community.