



# STUDENT QUICK GUIDE

to Academic Accommodations

**Carleton**  
University



# Accommodations at a Glance

## 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, which can be found on the [Registering with PMC webpage](#).



Phone Number: 613-520-6608  
TTY: 613-520-3937  
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Website: [carleton.ca/pmc](http://carleton.ca/pmc)

## 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(s) any requests for a family status accommodation as soon as possible after the need for accommodation is known to exist.

### 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, review the [Human Rights Policy](#) and the [Student Parental Leave Policy](#).

## Pregnancy

Write to your instructor(s) any requests for a pregnancy-related accommodation as soon as 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 any request you may have with the instructor ahead of time.

For more information, contact EIC or visit the [EIC website](#) to learn more.

## 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(s) with any requests for academic accommodation early in the term 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 lunar calendar, etc.) please connect with your instructor in advance regardless to plan accordingly.

For information regarding the [dates of the most commonly cited religious/spiritual observances](#).

If you have any questions about the accommodation policy, please contact EIC or visit the [EIC website](#) to learn more.