



Paul Menton Centre for Students with Disabilities

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MISSION

To foster equal access to the university experience for students with disabilities while maintaining academic standards through provision of academic accommodations and support services, in partnership with the Carleton community.

THREE CORE FUNCTIONS

1. Assess and coordinate individualized disability accommodations and support services while maintaining academic standards. This is done through collaboration with instructors and other campus partners.
2. Provide skills building opportunities to foster independence and resilience in university and beyond.
3. Foster integration and connection to the greater-Carleton community by working with campus partners to build capacity to support students with disabilities.

ROLE IN THE ACADEMIC ACCOMMODATION PROCESS

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 PMC 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](#)

SERVICES FOR STUDENTS WITH DISABILITIES

- Test/exam accommodations (e.g. extra time, use of assistive technology, quiet testing environment, alternative time/scheduling etc.)
- Classroom accommodations and services
 - [Services for Students who are Deaf or Hard of Hearing](#)
 - Volunteer Notetaking Service
 - [Alternate Format Services](#) (Library Accessibility Services)
- [Learning Strategy and Assistive Technology Services](#) (one-on-one support and group workshops)
- [Disability counselling support](#)
- [Disability support groups](#) (ADHD, Anxiety, Grad Writing)
- Assistance with resolving accommodation and accessibility issues
- Coordination of circle of care and support with campus partners
- Referral to student services on campus and in the Ottawa community

SUPPORT FOR FACULTY

PMC Coordinators are available to provide information, advice and support related to PMC students in your course:

- Answer general questions about accessibility, disability accommodation policy and procedures, and resources for students with disabilities;
- Discuss specific concerns about a PMC student's accommodations;
- Assist with the informal resolution of a conflict or difficult situation involving a PMC student; and
- Discuss whether a certain accommodation request undermines essential learning outcomes and the exam integrity process.
- Contact information for PMC coordinators can be found on our department webpage: <https://carleton.ca/pmc/about-pmc/our-team/>

Student Services Team is available to provide information and logistic support if PMC students in your course require the following classroom accommodations:

- ASL interpreting, computerized note-taking, and captioning for students who are Deaf or Hard of Hearing. Contact: **Hunter Calder**, HunterCalder@cunet.carleton.ca

Assistive Technologists are available to provide technical advice in ensuring your course-readings are accessible for PMC students and answer general questions about assistive technology. Contact: **Jason Goveas**, JasonGoveas@cunet.carleton.ca.

Library Accessibility Services offers alternate format services to instructors and staff who have a print disability. Please contact LibraryAccessibility@cunet.carleton.ca for more information.

SUGGESTED ACCESSIBLE TIPS FOR YOUR COURSES

Course Outline

Ensure MS Word version is available for students who use screen reading software. Useful information to include on a course syllabus:

- Essential requirements or learning outcomes for all students
- Academic accommodation statement
- Evaluation scheme and the type of questions on tests and exams
- Assignment information with deadlines
- Avoid using text-boxes in the layout

Assigned Readings

- Some students with disabilities use “alternate format material” in order to access their course readings using text-to-speech technology. At Carleton, the [Library Accessibility Services](#) provides Alternate Format Services to student referred by PMC to have their required readings converted into accessible format of their choice (e.g. large print, digital version in PDF or MS Word).
- If there are new readings assigned during the term, it may be necessary to allow for lead time in order to have the accessible readings in place.
- Provide reading lists in advance, whenever possible.

Videos or Live Streaming

- If you are posting video content for your class, captioning is usually required. Try to find videos that have already been captioned. At this time, PMC is unable to provide captioning for video clips shown in your course.
- If you have a student in the class who uses an ASL Interpreter or a computerized notetaker, the PMC Student Services Team (Hunter Calder) will contact you to coordinate these services with service providers.
- If you have PMC students in your class who require supplemental lecture notes, please help us to recruit a volunteer by making an [announcement](#) to the class or posting a notice on Brightspace. Interested volunteer note-takers apply online. The Volunteer Note-taking Service supplements students’ learning when they are unable to efficiently take notes for themselves, but it does not replace active participation in the course.

Online Assessments

- For online assessments (quizzes, tests, midterms, exams) that are timed or fixed duration, PMC students who have extra time (ET) accommodation will need to have their duration adjusted according to their allotted ET as specified in their Letter of Accommodation (LoA) in Ventus.
- TLS Quiz has prepared [instructions for instructors to set up accommodations](#) for online quizzes, tests, and exams in Brightspace.