

PAUL MENTON CENTRE: STUDENTS WITH DISABILITIES IN YOUR CLASSROOM

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 (LoA)** 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 14 calendar days before the first test or exam in the term.

As the Course 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 their 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 wide 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.
4. If you wish to use [MEC's services](#), please [submit a Notice of Examination \(NoE\) through the Ventus Portal](#) as soon as possible. The deadline to submit an NOE is outlined in the [Examinations Memo](#) sent to all course instructors by Scheduling & Examination Services (SES) before the term. MEC will accept NOEs after this deadline, but a late fee may be charged to the department. NOEs received within 14 calendar days of the exam date are subject to space and proctor availability.

Please note: Only one (1) MEC service request is needed for each test/exam. For questions about MEC services, please email us at [ExamRoom](#).

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 (extra time, assistive technology, quiet testing environment, alternative time/scheduling)
- Classroom accommodations and services:
 - o [Services for Students who are Deaf or Hard of Hearing](#);
 - o Volunteer Notetaking Service;
 - o [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, including:

- 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;
- 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 ["Our Team" webpage](#). It is also possible to email PMC Coordinators assigned to students in your class from the Ventus Faculty Portal should you have questions or concerns about accommodations for a specific student;

The Student Services Team is available to provide information and logistical 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.

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.

ACCESSIBILITY TIPS FOR YOUR CLASS

Assigned Readings

- Some students with disabilities use “alternate format material” 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 to arrange for accessible reading format service.
- Provide reading lists in advance, whenever possible.

Classroom Accessibility

- 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, however, all videos stored in Carleton’s MediaSpace can be automatically captioned.
- If you have a student in the class who uses an ASL Interpreter or a computerized notetaker, a member of the PMC Student Services Team (Hunter Calder) will contact you to coordinate these services with service providers.
- Whenever possible, please use a microphone when lecturing. This benefits all students regardless of level of hearing, especially in large lecture halls. Many large lecture halls have podium microphones in place but instructors can also [request lapel microphones from TLS](#).
- If you have PMC students in your class who require supplemental lecture notes, please help us to recruit a volunteer notetaker by [making an announcement](#) to the class or posting a notice on Brightspace. Interested volunteer notetakers apply online through the [Ventus Notetaker Portal](#). Lecture notes provided by peer volunteer notetakers are intended to supplement students’ learning when they are unable to efficiently take notes for themselves, but it does not replace attendance or active participation in the course.

Online Assessments

- For online assessments (quizzes, tests, midterms, exams) with timed or fixed duration, PMC students who have extra time (ET) accommodation(s) 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.

PowerPoint Presentations

- TLS: [Creating accessible PPT documents for PC users](#).
- TLS: [Creating accessible PPT documents for Mac users](#)

Documents

- TLS: [Creating accessible Word and PDF documents for Mac users](#)
- TLS: [Creating accessible Word and PDF documents for PC user](#)

TLS Accessibility Resources for Instructors

- [Why Accessibility Matters](#)
- [Making Your Course Accessible](#)

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