

Applying for academic accommodations.

If you think you need academic accommodations, please follow our guidelines or contact us at llmphd@uottawa.ca

How to apply for academic accommodations

Academic accommodation is a collaborative process that requires the involvement of the student, the professor, and the Graduate Studies Office (GSO). If the student does not communicate their accommodation request in a timely manner, the GSO may not be able to provide reasonable accommodation. Accommodation requests should be made in writing as soon as possible, normally before a deadline or a scheduled academic evaluation. **Please note that retroactive requests may be denied.**

If you are requesting an extension for a paper or a deferred exam, you must fill out the [Declaration of Absence from an Evaluation](#). You do not need a medical note for a first absence, whether for medical reasons or exceptional circumstances. If you have any questions, contact llmphd@uottawa.ca

Justifications for absence from an exam (mid-term, final, or deferred) or test, or for late submission of assignments ([See: Academic Regulation A-8 - Evaluation of Student Learning](#))

Absence from an exam or test and late submission of assignments due to illness or exceptional life circumstances must be declared using the online [Declaration of Absence from an Evaluation](#) within five (5) business days following the date of the exam, test, or assignment submission, unless there are exceptional circumstances, documented, preventing the student from doing so.

Students can request a maximum of one (1) deferred evaluation per course, and this evaluation must take place as soon as possible within three (3) months following the end of the semester.

In the case of a request for an **extension of the deadline for the submission of the research paper**, due to illness or exceptional life circumstances, must be reported using the online form [Declaration of Absence from an Evaluation](#) within five (5) business days following the submission date, unless there are exceptional, documented circumstances preventing the student from doing so.

Students may request a maximum of one (1) deferral, and the submission for evaluation must take place as soon as possible within the month (1) following the end of the semester.

Circumstances that may justify an accommodation but are not necessarily limited to this list:

1. Illness

It is not necessary to attach a medical certificate to the form for a first absence from an evaluation in a course. In the case of a second absence, a medical certificate must be submitted with the online form, and the academic unit and the faculty reserve the right to accept or deny the reason given. A medical certificate must include the name of the student, the date of absence and return to studies, and the date of the consultation. It is not necessary for the certificate to mention the medical reason.

The student should not take exams, whether oral or written, during the period of incapacity specified on the form. A student who takes an exam, whether oral or written, during the period of incapacity specified on the form cannot appeal grades received by citing health reasons.

2. Exceptional life situation

It is not necessary to attach a justification to the form for a first absence from an evaluation in a course. In the case of a second absence, a justification must be submitted with the online form, and the academic unit and the faculty reserve the right to accept or deny the reason given. Reasons such as travel, work, and errors made in reading the exam schedule are not accepted.

3. Other modalities

Any retroactive accommodation request due to an unforeseeable or recurring illness - physical or mental - related to a known or revealed chronic health problem will be examined in light of the student's needs and the particular circumstances duly documented by a medical certificate. The request must be submitted within ten (10) business days following the date of the exam or assignment. The student is responsible for submitting the necessary documentation to support their accommodation request.

Reasons such as travel, work, and errors made in reading the exam schedule are not accepted.

Deadline to complete the exam or assignment.

Any exam or assignment for which an extension has been granted must be completed by the date agreed upon, within a period of three months from the date of the original assessment (one month in the case of the research paper).

The grade "EIN" (incomplete) will appear on the student's academic record for any course in which the assessment is not completed, without valid reason. This grade, which has numerical value of failure, will remain on the student's record.

Any student wishing to obtain an extension beyond the 3-month period (or 1 month for the research paper) must submit the [Declaration of Absence from an Evaluation](#) before the end of this period.

Restriction regarding subsequent registration

A student who has more than one exam or assignment to complete at the beginning of an academic year will not be allowed to register for any other course until all outstanding exams or assignments have been completed and grades have been recorded on their record.

Registering for the Academic Accommodations Service

Who should register?

Students needing adaptation measures due to a disability supported by a medical certificate (chronic physical or mental health problems, learning difficulties, sensory issues, etc.) are asked to register with the [Academic Accommodations Service](#).

How can the Academic Accommodations Service help me?

The Academic Accommodations Service is responsible for evaluating and recommending academic adaptation measures for students with disabilities, while adhering to University of Ottawa policies, procedures, and administrative regulations, as well as human rights laws. The Academic Accommodations Service collaborates with our Faculty to facilitate the accommodation process in question.

How to register?

1. Create your [Ventus](#) account.
2. Fill out the admission form.
3. Enter information related to your disability and upload your documentation.
4. Send an email to adapt@uottawa.ca to request a meeting with a Learning Specialist.

Details about the registration process for the Academic Accommodations Service and the required medical documentation are available [here](#).

What happens after I register with the Academic Accommodations Service?

Registering with the Academic Accommodations Service allows the student to meet with a learning specialist to assess their individual needs, discuss appropriate strategies, and establish accommodation measures. This may include classroom or exam accommodations. Once you are registered with the Academic Accommodations Service,

an email will be sent to your professors and GSO, inviting them to consult Ventus to access confirmation of your accommodation measures (CAM letter) so that all accommodation measures can be implemented (unless you decide to waive your accommodations). For further information on "waiving," please contact your learning specialist directly. This collaboration between the Academic Accommodations Service and the GSO ensures that all accommodation needs are met.

Faculty members have an obligation to protect the confidential information of their students and to show respect and dignity, as indicated in the Ontario Human Rights Code.

Students receiving exam accommodations will continue to be accommodated by the Academic Accommodations Service and will write their exams with this office.

Who should I contact if I have questions about registering with the Academic Accommodations Service?

We invite you to contact the Academic Accommodations Service directly:

100 Marie-Curie
4th Floor, Room 408

Tel.: 613-562-5976
Fax: 613-562-5159
Email: adapt@uOttawa.ca