

## A'Sharqiyah University Policy Support for Special Needs Students

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<b>Policy name</b>	Support for Special Needs Students		
<b>Policy number</b>	AC0017		
<b>Contact Person</b>	Dean of College of Business Administration		
<b>Approval Authority</b>	Board of Trustees		
<b>Date first approved</b>	2018	<b>Last substantive review</b>	7.01.2019
<b>Policy Review Cycle</b>	1 year	<b>Next review</b>	23.06.2019

### 1. Definitions

<b>Terms / Abbreviations</b>	<b>Definition</b>
ASU	A'Sharqiyah University
Sensory impairments	Vision or hearing difficulties.
Mobility impairments	Inability to move or walk without human or mobility equipment.
Epilepsy	A neurological disorder where brain activity becomes abnormal and may result in seizures or periods of unusual behavior and, sometimes, loss of awareness [1].
Chronic fatigue	A debilitating disorder that is characterized by extreme fatigue or tiredness that cannot be explained by an underlying medical condition [2].
Dyslexia	Adults with dyslexia might have difficulty with reading and may experience problems with phonology, auditory short-term memory (working memory) and visual processing skills [3].
Dyspraxia	Adults with dyspraxia often have difficulty with sequencing and structuring information, organizational skills, time-keeping, and sometimes social skills [4].

### 2. Purpose

This policy aims to establish a system that deals with students with special learning support needs in order to facilitate their learning and help improve their student experience.

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### **3. Scope**

The policy is intended to cater for all ASU students, whether College or CLFS students, who are classified as in need for special arrangements to support their learning.

### **4. Policy Statement**

ASU sees it as its duty to ensure that registered students receive all the assistance needed to experience a learning environment that is supportive, compassionate and understanding. This attitude to learning is enshrined in ASU's mission, vision, and strategic objectives.

### **5. Key Stakeholders**

Students, community, faculty

### **6. Procedures and Guidance**

Students with special needs are those students who have medically certified proofs of their disability. This disability can be any of the following [5]

- Dyslexia or dyspraxia
- Sensory impairments
- Mobility impairments
- Unseen conditions (e.g., psychological, epilepsy, chronic fatigue, long-term health issues)

ASU is to establish a Special Needs Service to deal with this type of students. The Service will be headed by a trained Special Needs Officer located at, and under the direct control of, the Department of Student Affairs. The Service may have representatives from the respective Colleges and CLFS. The role of the Special Needs Officer will include:

- Identifying and listing students with special needs (based on data provided by the students and medically verified statements);
- Liaising (if and when necessary) with medical centers and doctors to gain more insights into helping students with special needs;
- Determining the requirements of students with special needs within ASU's available facilities and capabilities and (if necessary) in consultation with Colleges and CLFC' special needs representatives;
- Entering those requirements into the ERP system so that instructors have some idea of how to deal with them.

The sole purpose of this service is to assist students whose disability could negatively impact their learning. The service will treat students with respect and dignity and will

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ensure total confidentiality when dealing with them. The service will not be used as a vehicle to gain advantages by otherwise normal and healthy students.

Some of the benefits that can be gained by special needs students (depending on their conditions) may include (but not exclusive to):

- Easy mobility within campus and classes
- Special arrangements relating to the color of papers, slides and other learning tools used by instructors
- Extra time (usually 30 minutes) over and above the time allocated to complete summative proctored class assignments and exams.
- Extra time over and above the time allocated to complete summative non-proctored assignments;
- One-to-one meetings with the relevant instructors inside and outside classes.
- Making allowances for speech impairments during presentations

Detailed guidelines of how to deal with special needs students will be entered into the ERP system by the Special Needs Service according to the type of disability. This information will be made accessible to faculty through the ERP system in order to enable them to take the necessary and appropriate steps required to help these special needs students. Moreover, the Special Needs Service will run training workshops to help admin and faculty staff deal with special needs students in a manner that ensures their welfare and improves their student experience.

### 7. References

- [1] <https://www.mayoclinic.org>  
 [2] <https://www.healthline.com>  
 [3] <https://www.ncbi.nlm.nih.gov>  
 [4] <https://www.canterbury.ac.uk>

### 8. Revision History

Version	Author/ Reviewer	Revision(s) made and justification	Date