



جامعة فهد بن سلطان  
FAHAD BIN SULTAN UNIVERSITY

## Students with Special Needs Policy

<b>Policy Code:</b>	SA-500-1
<b>Policy Name:</b>	Students with Special Needs Policy
<b>Handler:</b>	Deanship of Student Affairs President Assistant for Academic Affairs
<b>Date Created:</b>	December 2024
<b>Date of Current Review:</b>	
<b>Approved by:</b>	Board of Trustees
<b>Date of Approval:</b>	May 7, 2025

### Overview

Fahad Bin Sultan University (FBSU) recognizes that some students are in need of special treatment due to certain circumstances beyond a student's control as a result of a disorder, disability or any other impairment the student may have. It is the policy of FBSU to actively facilitate students with special needs in admission, enrolments processes and during the course of their studies.

### Purpose

This policy is to provide support for students in their learning experience at FBSU due to any special needs.

### Identification of students with special needs

When identifying students with disabilities:

- A. Deanship of Admissions and Registration seeks to get the student's medical documents showing the special need during the admission process and thereafter.
- B. Deanship of Admissions and Registration contacts the dean of student affairs to relay the information.

- C. The dean of student affairs contact the chairperson or dean of the student intended department and college to contacts the student's academic adviser and all relevant instructors each semester to inform them of the student status.

### **Supporting Students with Special Needs**

The Deanship of Student Affairs and the student's academic adviser provide support for students in order to maximize the learning opportunities throughout their period of study. The support consists of processes which students without special needs would not usually require, such as:

- A. Helping in enrolment processes.
- B. Helping students in need to access their results.
- C. Following up with their academic progress.
- D. Providing reasonable support on instruction and assessments to teaching staff.
- E. Providing reasonable help in tutoring and assisting with understanding assigned tasks such as planning and reviewing assignments.
- F. Ensuring appropriate physical access and facilities.
- G. Formulating special learning programs for students with special needs.
- H. Developing alternative tasks to assess students with special needs.
- I. Reporting positive and negative outcomes to the chairperson for early intervention.