

Policy Name: <i>Speed Needs Students</i>	Revision Number: <i>1</i>
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Policy Owner: <i>SVP Academic & Student Services</i>	Last Revision Date: <i>14 June 2022</i>
Policy Approver: <i>ExCom</i>	Next Review Date: <i>30 June 2026</i>

RELATED DOCUMENTS

Federal Law No. 29 of 2006; ACA 3370 Examinations; ACA 3850 Confidentiality and Privacy of Student Records; STL 5420 Student Rights and Responsibilities.

SECTION 1 POLICY STATEMENT

- 1.1. Students, irrespective of any special need, have a right to equal access to education, resources and facilities at Khalifa University of Science and Technology.

SECTION 2 SCOPE AND APPLICABILITY

- 2.1. All enrolled students with a documented special need.

SECTION 3 PURPOSE

- 3.1. To ensure that students with special needs who are studying at Khalifa University of Science and Technology are afforded opportunities for quality and fair education. This policy document details the rights and responsibilities of students with a documented special need.

SECTION 4 DEFINITIONS

The following definition(s) apply to this policy document:

- 4.1. **Special Needs Student:** A student with particular educational requirements resulting from learning difficulties, physical special needs, or emotional and behavioral difficulties.
- 4.2. **Special Needs Accommodation:** Any reasonable means or special arrangements in addition to those used generally for other students that are appropriate to ensure all students have a fair opportunity to demonstrate their achievement under suitable conditions.
- 4.3. **Reasonable Accommodation:** Modification within the available resources (human, financial, physical and health & safety) at Khalifa University of Science and Technology.

SECTION 5 PROVISIONS AND GUIDELINES

- 5.1. Entry into a specific academic program is dependent upon the student's ability, with reasonable accommodations, to achieve the learning outcomes of that program.

- 5.2. Khalifa University of Science and Technology (KU) provides assistance and reasonable accommodations to students with special needs. The services provided include information on accessibility, identification of possible accommodations, and liaison with faculty and staff in establishing reasonable accommodations (e.g., equipment, testing modification, note-taking, etc.).
- 5.3. Khalifa University ensures confidentiality of information related to the special needs cases.
- 5.4. A student suspected of having a special need should be brought to the attention of the Office of Student Success (OSS) who will assess, plan and coordinate the follow up for referral or recommendations.
 - 5.4.1. The required medical information will be gathered by a counselor or designated special needs staff. This includes a report with recommendations from a qualified professional. Documentation of the special need must clearly identify and define the condition using terminology accepted by academically qualified practitioners in the relevant field of special needs.
 - 5.4.2. The Office of Student Success will maintain procedures to assess needs and possible accommodations and serving as a liaison between the student and faculty members.
 - 5.4.3. Any special arrangements relating to a course for which special assessment format and/or course grading are recommended must be approved by the dean of Academic Services and the dean of the relevant college.
 - 5.4.4. For approved recommendations, the following documentation must be provided to the Registrar for inclusion in the student file:
 - 5.4.4.1. Any medical report(s) from a qualified, licensed practitioner;
 - 5.4.4.2. The summary report and recommended workflow/plan for special needs/health accommodations.
 - 5.4.4.3. Signed approval by the dean of Academic Services and the dean of the relevant college.
- 5.5. The provision of recommended accommodations will be coordinated by the director of Student Services and designated counselor, with the support of the relevant academic chairs.
- 5.6. Identified reasonable accommodations and personal support will be provided for the duration of the student's study period at the university, with periodic review.
- 5.7. Accommodations provided for assessments such as IELTS are governed by policy and procedures for students with special needs as communicated by the organizations that develop and administer those tests.
- 5.8. At the beginning of each academic term, faculty members are informed of special accommodations required for students with disabilities enrolled in their classes. Suggestions of alternate teaching methods as part of the instructor notification process will be shared accordingly. Possible examination accommodations (see *ACA 3370 Examinations*), include, but are not limited to:
 - 5.8.1. Allowing extra time to complete examinations;

- 5.8.2. Using translators or typed material to provide information on test instructions to students with hearing impairments;
- 5.8.3. Modification of certain test features, such as verbal portions for students with hearing impairments;
- 5.8.4. Changing test formats (i.e. from essay to multiple choice);
- 5.8.5. Revision of test content for persons with visual impairments in cases where elaborate tables or graphs would be the basis for test answers;
- 5.8.6. Permitting examinations to be individually proctored, read orally, dictated to a scribe, or typed;
- 5.8.7. Provision of auxiliary aids (assistive technology) to students who cannot take written tests or make the marks required for mechanically scored objective tests;
- 5.8.8. Using alternative forms for students to demonstrate course mastery (i.e. a narrative tape instead of a written assignment);
- 5.8.9. Permitting the use of computer software programs or other technology to assist in test-taking;
- 5.8.10. Adjusting a student's chair/table location in the class to facilitate visibility and ability to hear instructions.

Record Keeping

- 5.9. A record of each special needs student and agreed accommodations must be recorded in the Khalifa University of Science and Technology's student record system.
- 5.10. The student must provide consent for any information relating to his or her special need to be disclosed to KU faculty or staff, or to an external stakeholder before such information can be released (see *ACA 3850 Confidentiality and Privacy of Student Records*).
- 5.11. The student is required to provide the counselor with an original copy of reports documenting their special need. This documentation must be signed by a licensed professional/practitioner, and must include details of the specific condition requiring accommodation, as well as results of completed tests.
- 5.12. The counseling office is responsible to ensure the updating / tracking of data related to special needs cases and accommodations.

Social and Recreational Activities

- 5.13. Necessary accommodations or adjustments will be rendered to make social and recreational activities accessible. Such actions may include, but are not limited to, the provision of auxiliary aids (i.e., interpreters) at events, accessible facilities for such activities, and ensuring that accessible transportation is available as needed.

Transportation

- 5.14. Any transportation services that the university provides to its students will, when viewed in their entirety, be offered to students with disabilities in an equal manner. This pertains to all aspects of transportation, including student disabled parking, and programs or activities of the university for which student transportation is provided.

SECTION 6 RESPONSIBILITIES

- 6.1. The SVP Academic and Student Services is responsible for implementation of this policy document and its provisions.
- 6.2. The Counseling Office is responsible for updating / tracking of data related to special needs cases and accommodations.
- 6.3. The director of Student Services assumes responsibilities, as follows:
 - 6.3.1. Disseminate information regarding this policy and procedures to management, staff and students;
 - 6.3.2. Provide annual summary/updates of relevant special needs data, and evaluation of services rendered;
 - 6.3.3. Review the policy document biennially in consultation with relevant student services staff;
 - 6.3.4. Revise and make recommendations on cases for which students have requested reconsideration after a request for accommodations has been denied.
- 6.4. The Office of Student Success recommends accommodations based on review of an individual case.
- 6.5. The SVP Academic and Student Services and the dean of the relevant college have approval authority.

END OF DOCUMENT