



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

POLICY AND PROCEDURES

Date: 15.11.2018

Revision: 5

IAU

DEPARTMENT : ADMINISTRATION	
Effectivity: 20.11.2018	Supersedes: 4
Review Date: 27.11.2023	No. of Pages: 4

1. TITLE: DISABILITY SERVICES OFFICE POLICY

2. PURPOSE:

2.1. These policy is planed to the students, staffs and faculty with impairments, to have equal rights in Imam Abdulrahman Bin Faisal University employment and educational access in compliance with the workers right. The goal is to develop specific skills without depending on others to make them productive members of society.

3. DEFINITIONS:

3.1. A disabled person, as defined by labor law, is any person who, according to a medical report given by the Ministry of Health or hospitals of other government agencies, or according to an identification document issued by the Ministry of Human Resources and Social Services, has one or more of the following disbailities: (visual impairment, Intellectual impairment, Physical impairment, Loss of motor, Learning Disorder, Speech Difficulties, mental and behavioral deficiencies) or any other impairments requiring accommodation in any form.

4. POLICY:

4.1. The University is committed to developing, maintaining and promoting a culture of equality and diversity in he world of work in which students, employees and applicants are treated equally, regardless of their disability.despite their condition.

4.2. Employers have a responsibility to modify their practices and context to reasonably accommodate individuals with disabilities, where any workplace amenities or physical charecteristics result in a severe disadvantage. There are several appropriate changes that a person may make in order to cope with a difficult situation. These could include adjusting one's schedule, changing one's habits, or seeking out support.

4.3. The university is committed to recruiting talented staff and retaining them, as well as ensuring that disabled staff can effectively carry out their jobs.

4.4. To ensure that everyone has an equal chance to succeed in the workplace, it is important to have a policy that prohibits discrimination against a person with impairments.

4.5. This also allows people with impairments to access jobs and promotions, ensuring that they can achieve their full potential.

4.6. Students that are handicapped have a responsibilty to let the faculty aware about any special needs that may arise quickly in order to avoid nay conflicts. Faculty are not required to anticipate these needs.



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- 4.7. It is crucial for educators and staff members to keep in mind the needs of students when making special class arrangements, such as labs and off campus field trips. Professors should state on the syllabus that students should notify the educational advising department early as possible if they have any specific needs or any additional accommodations that need to be taken into account.
- 4.8. The University are not required to provide personal services such as assistants, wheelchairs, or special certified tutors to pupils with disabilities. However, campuses are often willing to provide these services for students who need them.
- 4.9. The university can make modifications with disabilities such as:
 - 4.9.1. Qualified translators and note takers for learners that have impairments or mobility impairments.
 - 4.9.2. screen readers for the blind or people having handicaps of the mind.
- 4.10. University pupils with fully documented learning difficulties or other impairment will be able to take standardized test with the support of Disability Support Services. The background screening services is planned to help make sure that appropriate accommodations are made available to students who require them, as well as to assist faculty in administering required examinations and quizzes. Arrangement, including alternative test, include extended test times, use of assistive technology, minimally distracted testing environments, oral exams, use of screen readers, use of scribe, but not limited to these.
- 4.11. Reasonable accommodations to enable eligible persons with disabilities to have equal opportunities to participate in courses, programs, services, jobs, facilities or activities.
- 4.12. No retroactive adjustment will be made. The Disability Service Office (DSO) can only provide completed educational work after a semester review of a student's housing entitlement.

5. PROCEDURE

- 5.1. The university will take reasonable steps to ensure that the work environment allows staff with disabilities to assume and maintain positions for which they have sufficient experience and /or qualifications.
- 5.2. The University will make every effort to provide auxillary aids and accommodations for people with disabilities. These may include aids funded through access to work, adaptations to campus premises, or any other means possible. When possible, jobs may be restructured to enable disbaled staff to work as effectively and efficiently as possible.
- 5.3. Department must make an effort to create working conditions that allow disabled staff to participate fully in the workplace where it is practiceable to do so. Departments must take reasonable steps to retain disabled staff through



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adjustments to their work or working arrangement, if necessary with the help of an HR, occupational health or disability services.

- 5.4. All staff will be given the opportunity to declare a disability and request adjustment to the working environment; every effort will be made to put reasonable adjustments in place.
- 5.5. The Student is responsible for making arrangement to take their test in the Disability Services Office (DSO). Make arrangement in DSO with instructor at least three (3) days in advance of when the test is scheduled to be given. If you are taking exam in DSO, student should register for a specific date and time that the test would have been given in the actual classroom, any exceptions must be approved in writing by the instructor and send to DSO.
- 5.6. Students who have been approved for Disability Support Services accommodations, should talk to DSS counselor about any specific accommodations you may need for your classes.
- 5.7. Students who are deaf or have difficulty hearing, may request sign language interpreting services. To make this request, contact the lead interpreter or coordinator of Disability Service Office.

6 RESPONSIBILITIES

6.1. Administrators/Staff Members

- 6.1.1. Educating them about their rights and obligations, staff members encourage self-determination and individual accountability for students with disabilities, empowering them to make to make decisions that will allow them to reach or surpass the standards demanded of all students/staff/faculty on campus.
- 6.1.2. The University policy is to make appropriate accommodations for all qualified people with disabilities.
 - Accommodations include, but are not limited;
 - Testing accommodations
 - Utilizing the computer during exam
 - Alternative format materials
 - Availability of assistive technologies

7 ATTACHMENTS: N/A

8 DISTRIBUTION:



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- 8.1. The signed original copy is kept in the University Document Control Unit
- 8.2. Available in the University website

9 REFERENCES: N/A

Prepared by: 	Date Signed:
Reviewed by: 	Date Signed:
Concurred by: 	Date Signed:
Approved by: 	Date Signed: