

 <p>Policy and Procedures</p>	<p>POLICY ID: DQ-DIS-21-7-2</p> <p>Approval date: 23/05/2021</p> <p>Review date: 20/06/2024</p> <p>Effective date: 20/07/2021</p>
<p>Disability policy</p>	

1. INTRODUCTION

The University is committed to ensuring equality of opportunity for its students and staff, and understands the value that diversity brings to the institution. The University aims to ensure that all students achieve their academic potential and that no student is unreasonably disadvantaged because of a disability when applying to and studying at the University.

2. DEFINITIONS

- 2.1. Disability refers to anyone with a physical or mental impairment that substantially limits one or more major life functions (seeing, walking, breathing, hearing, learning, etc.). The definition includes visible disabilities such as blindness, mobility impairment, or hearing aid use and hidden disabilities such as deafness, low vision, learning disabilities, psychological disabilities or chronic health impairments.
- 2.2. A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity, or facility that enables a qualified student with a disability to have an equal opportunity.

3. PURPOSE

This policy is intended to assist the University in working with students and staff with disabilities.

4. POLICY

- 4.1. To issue the necessary regulations and decisions to implement what concerns people with special needs at the university.
- 4.2. To follow up on the implementation of the system for caring for the disabled issued and follow up on the implementation of what is related to the affairs of the disabled at the university.



- 4.3. To coordinate between various governmental and private agencies regarding services provided to persons with disabilities.
- 4.4. To encourage scientific research in the field of serving people with special needs.
- 4.5. To encourage institutions and individuals to establish special programs, associations and charitable institutions to care for university students with special needs and search for suitable job opportunities for them.
- 4.6. To study the quarterly reports issued by the subcommittees in the relevant supporting colleges and deanships regarding what has been accomplished in the areas of services provided to this category, and take the necessary action regarding them.
- 4.7. To issue a list accepting donations, gifts, wills and endowments.
- 4.8. To issue work rules for subcommittees in University.
- 4.9. To issue an internal bylaw to organize the work procedures of the Council.
- 4.10. To approve of subcommittees in University and supporting deanships.

5. PROCEDURES

- 5.1. To provide guidance, guidance, academic and preventive support to male and female students with special needs.
- 5.2. To create a database for male and female students with special needs.
- 5.3. To creating an educational environment and introducing appropriate modifications for people with special needs.
- 5.4. To coordinate with university departments, deanships and colleges to serve male and female students with special needs.
- 5.5. To raise public awareness and introducing people to disability, its characteristics, and ways to deal with it.
- 5.6. To contribute to studies and research that contributes to developing the center and supporting it with regard to people with special needs.
- 5.7. Benefit from local, Arab and international experiences in the field of services provided to people with special needs.
- 5.8. To work to activate and participate with people with special needs in cultural and sports activities at the university and outside it.
- 5.9. To issue periodic reports on the center's work in the field of serving people with special needs.



6. RESPONSIBILITIES

6.1. Students at the University have the right to:

- 6.1.1. Equal access to courses, programs, services, jobs, activities, and facilities offered throughout the University.
- 6.1.2. An equal opportunity to work, to learn, and to receive reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
- 6.1.3. Appropriate confidentiality of all information regarding their disability and to choose to whom information about their disability will be disclosed, except as disclosures are required or permitted by law.
- 6.1.4. Information, reasonably available in accessible formats.

6.2 Students at the University have the responsibility to:

- 6.2.1. Meet qualifications and maintain the essential University standard for courses, programs, services and activities.
- 6.2.2. Identify as an individual with a disability with the learning access program (LAP) and seek information, counsel, and assistance when necessary.
- 6.2.3. Provide the appropriate medical, psychological, psycho-educational, or neuro-psychological documentation from a licensed professional indicating the disability and suggested accommodations.
- 6.2.4. Provide signed consent authorizing the LAP to discuss the need for reasonable accommodations, academic adjustments, and /or auxiliary aids with the professional source of his/her documentation and with faculty or program from whom accommodations are being requested.
- 6.2.5. Follow procedures for obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services.

6.3. Faculty and staff have the responsibility to:

- 6.3.1. Evaluate students on their abilities, not their disabilities.
- 6.3.2. Keep all disability-related information regarding a student confidential.
- 6.3.3. Maintain the same standards for students with disabilities as are applied to all other students.
- 6.3.4. Provide and arrange any reasonable classroom accommodations, personally or by making arrangements with the LAP.



6.3.5. Refer students who request accommodations without official notice to the LAP.

6.3.6. Create a learning environment that is accessible

7. REVIEW

7.1. Regular review of policies and procedures every 3 years to ensure they are effective and up-to-date.

7.2. Commitment to continuous improvement based on feedback and evaluation results.

8. DISTRIBUTION

8.1. All Deanships and Administrative departments and units.

8.2. Available in the University website

Approved By:

Date Signed: 20/06/2024

Dr. Abdullah Saleh M. Aljohani

Dean of Development and Quality, Qassim University

