

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Student Affairs Deanship Procedures Manual		Related Policy	SA-07
	Subject		Effective Date	01-Sep-2014
	Special Needs Support Services		Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment		Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (7) - Special Needs Support Services

1. UAEU Faculty: Rights and Responsibilities

- The faculty member must assume a shared responsibility in providing reasonable accommodations within a class for students with special needs.
- If a faculty member is notified by a student of special needs or if the student brings a medical statement to the faculty member, he/she must refer the student to SNSS.
- The faculty member is responsible for coordinating with SNSS in order to accommodate the student in a class, once that student has registered with and been approved for accommodations by SNSS.
- The faculty member has the right to challenge accommodation requests if the accommodation(s) would impose undue financial or administrative burden.
- The faculty member must maintain appropriate confidentiality and discretion regarding both records and communication when working with students with special needs. Discriminatory behavior or language is inappropriate.

2. Students with Special Needs: Rights and Responsibilities

- Have an equal opportunity to learn and work.
- Have the right to receive reasonable accommodations, academic adjustments and/or auxiliary aids and services, and the right to support from SNSS in working with faculty members and the Colleges to facilitate removal of all barriers to their full participation in classes and other activities.
- Have the right to equal access to all facilities on campus, including receipt of information, instructional materials, and teaching in accessible formats.
- May be referred to SNSS by members of the faculty or staff, or may seek services from SNSS at any point in their studies.
- Can expect appropriate confidentiality of all information regarding their special needs.
- Must provide written documentation from a qualified practitioner that describes the nature of the special needs, functional limitations resulting from the needs, the severity of these limitations, the effects of the needs on participation in courses, programs, services, jobs, activities and facilities, and the reasonable accommodation required.
- Must assume responsibility for testing procedures and notifying faculty and SNSS accordingly.
- Must meet the qualifications and maintain essential institutional standards for courses, programs, services, jobs, activities and facilities.

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3. Special Needs Support Services: Responsibilities

- Provision of information about SNSS services to Colleges and faculty and staff.
- Ensuring all records related to students with Special Needs are kept up-to-date and all parties are informed.
- Provision of a summary of accommodations and support to the student's parents/guardians.

4. Identification of Medical Need and Special Needs

Students who have a documented medical situation (e.g. epilepsy, hyperthyroidism) should first register with the University's Student Health Services. If there is an additional need for support in academics, the Student Health Services will facilitate a meeting with the Special Needs Support Services.

5. Support and Accommodations

- SNSS will utilize the documents related to each student with special needs and information from the student/parents (if appropriate) to develop an Individual Accommodation Plan (IAP) for the student. Where possible, faculty members who are teaching the student will be included in the plan's development.
- SNSS will develop appropriate accommodations for students with special needs without compromising academic standards. Accommodation includes, but is not limited to, special residence, testing accommodation, adaptive technology services, and assistance in arranging other support services (e.g. interpreters, note-takers, scribes, and readers).
- The student's IAP will be provided to applicable Colleges and will be discussed directly with affected faculty members to ensure that they understand the support and accommodations required.
- Students' progress will be monitored using a coordinated approach between SNSS and appropriate College administration.
- Arrangements for proctoring exams that require specialized equipment will be provided as appropriate.

6. Teaching and Learning

- Students with special needs must:
 - Share the IAP with each course instructor early in the semester for signature. (Accommodations are not retroactive and will not be provided until the IAP is presented for signature.)
 - Appear on time and complete exams in accordance with instructor's policy.
 - Notify SNSS if the accommodations and facilities are not satisfactory.
 - Notify SNSS promptly if not able to take an exam for some special needs-related reason.

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b) Faculty and instructors must:

- (i) Review the IAP and discuss it with the student.
- (ii) Discuss options to accommodate the student's testing needs including provision of quiet study space.
- (iii) Contact the SNSS to resolve any question about testing accommodations.
- (iv) Contact the SNSS for alternative testing locations and extended time periods to ensure appropriate proctoring.

7. Testing Accommodations

SNSS must:

- a) Review written documentation of the functional limitations and associated educational recommendations for each student.
- b) Prepare an IAP summarizing the appropriate educational accommodation.
- c) Arrange for proctoring exams that require specialized equipment.

8. Record Keeping

SNSS is responsible for keeping all records related to accommodations, support and other additional services provided to the student.