



Procedures for Following up, Guiding and Supporting Disabled Students

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Deans' Council Decision & Date: -----	Quality Assurance Council Decision & Date: 07/16/2022-2023 08/01/2023	
Review and Modification No. & Date: -----	Review and Modification No. & Date:	
Operations	<ol style="list-style-type: none"> 1. The head of the department; the department's general academic advisor, lists the names of students with disabilities, indicating the type of disability. 2. This group of students is distributed among specialized advisors as much as possible or those who are able to support and motivate this group. 3. The head of the department connects these students' advisors with specialists in student disabilities to qualify them for the purposes of integrating these students psychologically, morally, and academically with the rest of their colleagues. 4. The head of the department; the department's general academic advisor, distributes a brochure for following up, guiding, and supporting students with disabilities to the advisors and all instructors of these students. 5. The head of the department and the student's academic advisor ensure that the procedures and guide for dealing with students according to their disabilities are activated. 6. Coordination with the Admissions and Registration Department regarding students' academic data and registration matters for students with special academic circumstances that require assistance, within the framework of what is permitted by the rules and regulations at the university. 7. The academic advisor, in coordination with the Deanship of Student Affairs, develops plans to ensure the psychological and social adaptation of students with disabilities and motivate them to improve their academic achievement according to their capabilities and the circumstances of their disabilities. 	



	<ol style="list-style-type: none"> 8. Identifying their problems and providing special training and support to them, each according to their field and needs, in coordination between the colleges and the Deanship of Student Affairs. 9. The academic advisor maintains the file of the student with disabilities and is keen to constantly motivate him/her. 10. The academic advisor encourages and motivates students with disabilities, and facilitates all administrative and academic procedures to support them and listen to them and their demands. 11. The academic advisor maintains documentation of the meetings with this group of students according to the Follow-up, Guidance, and Support of a Student with Disabilities Form No. (F592).
Responsibility of Application	Academic advisors, and the academic advising committee in the department.
Related forms	<ol style="list-style-type: none"> 1. Courses Registration Form No. (F102). 2. Study/ guidance plan form No. (F026). 3. Form for follow-up, guidance and support for a student with disabilities No. (F592).