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KINGDOM OF SAUDI ARABIA  
MINISTRY OF EDUCATION  
IMAM MOHAMMAD IBN SAUD ISLAMIC UNIVERSITY  
COLLEGE OF SCIENCE

رؤية  
2030  
المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA



المملكة العربية السعودية  
وزارة التعليم  
جامعة الإمام محمد بن سعود الإسلامية  
كلية العلوم

## Decision on Establishment of The Academic Accommodations Committee

In alignment with the College of Science's vision to foster an inclusive educational environment that supports diversity and equal opportunities, and with the aim of empowering all students, including those with disabilities and special needs, to achieve academic excellence through appropriate facilitation, the "Academic Accommodations Committee for Students with Disabilities and Special Needs" has been established according to the following details:

### First: Committee Formation

The committee consists of a group of specialized members dedicated to ensuring the provision of appropriate academic and administrative support for the targeted students. The members and their roles are as follows:

Name	Position	Responsibility
Dr. Ibrahim Abdulazizz Aldayel	Dean of the College	Overall supervision of the committee's work and ensuring the implementation of its decisions.
Dr. Mohammed Musa Alzahrani	Vice Dean for Educational Affairs, Disability Services Coordinator	Ensuring compliance with disability regulations and overseeing the implementation of academic facilitation.
Dr. Abdulaziz Saleh A Alsamil	Representative from the Department of Mathematics and Statistics	Providing academic consultation and ensuring that facilitation aligns with academic standards.
Dr. Ahmed Mahmoud El-khayatt	Representative from the Department of Physics	Suggesting suitable solutions for students with disabilities in scientific and practical courses.
Dr. Aliyah Abdullah Mohammed Alsharif	Representative from the Department of Chemistry	Overseeing the implementation of academic adjustments in laboratory-based courses.

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التاريخ :  
المرفقات :

هاتف: ٢٥٩٤٥٢٣ - ٢٥٩٤٥٢٠ - ص.ب: ٥٧٠١ الرياض ١١٤٢٣  
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Dr.Hadil Abdullah Alkathiry	Representative from the Department of Biology	Supporting the application of facilitation measures in laboratories and practical academic activities.
Abdulrahman Sharahili	Student Representative	Conveying the perspectives of students with disabilities and ensuring that the facilitation measures meet their needs.

## **Second: Committee Responsibilities**

### **1. Reviewing and Approving Academic Facilitation Requests**

- Receiving requests from students with disabilities and assessing them in coordination with the academic departments.
- Verifying supporting documents and evaluating the necessity of the requested facilitation.
- Making fair and academically compliant decisions that ensure equal opportunities.

### **2. Developing and Overseeing Implementation of Policies**

- Establishing clear and transparent policies regarding academic facilitation in line with national and international standards.
- Regularly updating policies based on evolving needs and regulatory changes.
- Coordinating with faculty members to ensure the proper implementation of facilitation across all courses.

### **3. Reviewing Complaints and Appeals**

- Receiving and reviewing complaints from students whose needs have not been adequately met.
- Ensuring that appeals are addressed transparently and fairly, with decisions based on evidence and academic standards.



#### 4. Training and Raising Awareness among Faculty and Staff

- Organizing workshops and training sessions on how to support students with disabilities in the academic environment.
- Providing a guidance manual for faculty members regarding academic facilitation and best practices.
- Promoting a culture of support and adaptability to meet diverse student needs for a fully inclusive learning environment.

#### 5. Raising Awareness among Students about Their Rights and Responsibilities

- Conducting awareness campaigns to educate students on their academic rights and the process of requesting facilitation.
- Providing informational materials via the college website, bulletin boards, and digital platforms.
- Holding regular meetings with students with disabilities to understand their needs and provide suitable academic guidance.
- Encouraging a culture of peer support through academic assistance initiatives among students.

#### 6. Annual Review and Reporting

- Preparing an annual report on the number of applications received, the types of facilitation provided, and an assessment of their effectiveness.
- Offering recommendations for improving services provided to students with disabilities based on feedback from beneficiaries.

### Third: Committee Working Mechanism

#### 1. Regular Meetings

- The committee will hold monthly meetings to review requests and challenges faced by students.
- Emergency meetings may be convened to discuss exceptional cases or urgent challenges requiring immediate solutions.

#### 2. Request Review Procedures

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- Students must submit a formal request accompanied by medical reports or supporting documents.
- The request is reviewed in coordination with the relevant academic department to ensure compatibility with the nature of the study.
- A decision is made regarding the type of facilitation to be provided, and the student and relevant departments are informed accordingly.

### 3. Appeals Process

- Students have the right to appeal if their requests are denied or if the facilitation is not implemented appropriately.
- Appeals are reviewed within 14 days of submission.
- The committee issues a written decision explaining the reasons for approval or rejection.

### 4. Record-Keeping and Confidentiality

- The committee maintains strict confidentiality of all requests, communications, and student records.
- No student information will be shared with external parties without their consent.

### 5. Policy Review and Periodic Updates

- Academic facilitation policies will be reviewed annually and updated based on effectiveness assessments and emerging needs.

### Fourth: Committee Membership Duration and Reformation

- Committee membership will last for two years, with the possibility of renewal or reformation as needed.
- Additional members may be appointed, or adjustments may be made to the committee structure as necessary.

### Fifth: Accountability and Monitoring

- The committee will submit a report at the end of each academic term to the college administration detailing its activities and outcomes.



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- An annual comprehensive report will be presented, including recommendations for improving academic facilitation policies to ensure continuous enhancement.
- This decision shall take effect immediately upon issuance. All concerned parties are to implement its provisions accordingly.

### Signature

Dr. Ibrahim Abdulaziz Aldayel  
Dean, College of Science

Date of Signature: Monday, March 31, 2025



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