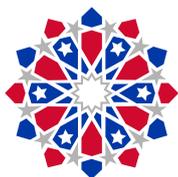




AUBH
SPECIAL
CIRCUMSTANCES
COMMITTEE
MANUAL



AUBH
الجامعة الأمريكية بالبحرين
AMERICAN UNIVERSITY OF BAHRAIN

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STUDENT SUPPORT GUIDE

The Special Circumstances Committee (SCC) at AUBH is dedicated to ensuring that students with special cases receive appropriate accommodations to support their academic success. This manual outlines the common cases reviewed by the committee and the corresponding accommodations granted.



GENERAL GUIDELINES FOR ACCOMMODATION REQUESTS

- Students must submit official documentation (e.g., medical reports, psychological assessments, or other relevant evidence).
- Accommodations can only be applied to future assessments after approval; they cannot be applied retrospectively. Therefore, requests should be submitted prior to the required accommodation date.
- The SCC reviews each case individually and reserves the right to approve or deny requests based on the validity of documentation and alignment with university policies.
- Academic adjustments will be determined based on the severity of the condition and recommendations provided in the medical report.
- Adjustments may be applied on a long-term or a short-term basis, depending on the case.

Note: The accommodations listed in this manual represent a general guideline of what is typically provided by the Special Circumstances Committee. Each case is reviewed individually, and accommodations may vary based on the specific needs of the student and the documentation submitted.

COMMON CASES AND ACCOMMODATIONS PROVIDED

ADHD (ATTENTION-DEFICIT/HYPERACTIVITY DISORDER)

REQUIRED DOCUMENTS

- Medical report from a licensed professional or psychologist.

POSSIBLE ACCOMMODATIONS PROVIDED

- 50% extra time for tests and exams.
Option to take assessments in a separate, quiet room.
- Deadline extensions, when possible. It is at the faculty member's discretion to decide whether an extension is appropriate for a particular assessment and to coordinate new submission dates with the student.
- Permission to take short breaks during classes, if needed.

DYSLEXIA AND OTHER LEARNING DISABILITIES

REQUIRED DOCUMENTS

- Educational assessment or psychological report from a certified specialist.

POSSIBLE ACCOMMODATIONS PROVIDED

- 50% extra time for tests and exams.
- Option for oral assessments instead of written ones, when feasible.

ANXIETY DISORDERS

REQUIRED DOCUMENTS

- Medical or psychological evaluation from a licensed professional.

POSSIBLE ACCOMMODATIONS PROVIDED

- Option to take exams in a quiet, separate room.
- Flexibility during oral assessments (e.g., presenting individually to the instructor, presenting at the end of class), when feasible.
- Additional time during assessments, if needed.
- Permission to take short breaks with a chaperone during exams, if needed.

CHRONIC ILLNESSES (E.G., DIABETES, SICKLE CELL, KIDNEY FAILURE, LUPUS, EPILEPSY, ETC.)

REQUIRED DOCUMENTS

- Medical report from a doctor detailing the condition and its impact.

POSSIBLE ACCOMMODATIONS PROVIDED

- **Flexibility with attendance:** 5% added to the student's absence allowance.
- Breaks during exams with a chaperone, if needed.
- Alternative exam arrangements, such as taking exams at the campus clinic in the presence of a nurse.
- Deadline extensions or test make-up opportunities, when necessary.

COMMON CASES AND ACCOMMODATIONS PROVIDED

TEMPORARY MEDICAL CONDITIONS (E.G., INJURIES, POST-SURGERY RECOVERY, PREGNANCY-RELATED ISSUES)

REQUIRED DOCUMENTS

Medical report from a licensed doctor specifying the diagnosis and recovery period.

POSSIBLE ACCOMMODATIONS PROVIDED

- **Flexibility with attendance:** 5% added to the student's absence allowance for the particular semester only.
- Extended deadlines for assignments.
- Option for online participation in classes if unable to attend in person (maximum 10 consecutive days per semester).
- Adjustment to examinations' set-up, if applicable (e.g., oral exams instead of written, extra time, assignment/project instead of exam).

STUDENT ATHLETES

REQUIRED DOCUMENTS

- Official letter from a recognized sports association or federation confirming the student's competitive involvement.

POSSIBLE ACCOMMODATIONS PROVIDED

- **Flexibility with attendance:** 5% added to the student's absence allowance.
- Deadline extensions and alternative dates for in-person assessments.
- Option for online attendance in classes (maximum 10 consecutive days per semester).

STUDENTS WITH VISA OR RESIDENCY ISSUES

REQUIRED DOCUMENTS

- Proof of inability to enter Bahrain.

POSSIBLE ACCOMMODATIONS PROVIDED

- **Flexibility with attendance:** 5% added to the student's absence allowance.
- Alternative test dates for in-person assessments.
- Option for online attendance in classes (maximum 10 consecutive days per semester).

VISION OR HEARING IMPAIRMENTS

REQUIRED DOCUMENTS

- Medical report from an ophthalmologist or ENT specialist.

POSSIBLE ACCOMMODATIONS PROVIDED

- Access to assistive devices (e.g., hearing aids).
- Preferential seating in classrooms.
- Captioned videos or transcripts for lectures.

ADDITIONAL CONSIDERATIONS

CONFIDENTIALITY

All requests and documentation are kept confidential and are only accessible to the Head of the Counseling Center and the Dean of Students. The committee is informed of cases anonymously.

REVIEW AND UPDATES

The SCC conducts an annual review of cases and policies to ensure alignment with best practices and student needs. Some cases may require updated documentation at the start of the new academic year, to be reviewed by the newly appointed committee members. While the Dean of Students and the Head of the Counseling Center remain consistent, the SCC includes rotating faculty members who change annually. Occasionally, conditional approvals may be granted pending additional documentation. In such cases, the Head of the Counseling Center may finalize the approval upon receiving the required documents.



WHERE TO FIND US



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