



Policy on: Special Consideration Students

October 2024

Perspective	Student Academic Excellence		
Policy Owner	Director of Student Affairs		
Developed By	Lamha Al Harthy		
Approval Body	College Board		
Policy History	First Introduced	Revised Date	Effective Date
Important Dates	2018	26.03.2024	02.10.2024
Review Cycle	Every 3 years		
Email	dsa@mcbs.edu.om		
Document No	MCBS-P-SP1-023 v2		

Revision			
	Date	Revised By	Major Changes
Revision 1	26.03.2024	Lamha Al Harthy	Procedural Changes
Revision 2			
Revision 3			

1. Statement.

This Policy is hereby developed to provide students with Reasonable Adjustments to enhance student academic progress.

2. Policy Purpose.

- 2.1 Support students who are eligible for Reasonable Adjustments.
- 2.2 To reduce the effect of a disability or difficulty which would place the student at a disadvantage during his/her studies.
- 2.3 To ensure there is a record of reasonable adjustment and approval for Special Consideration Students.

3. Definitions and Abbreviations.

- 3.1 **Counselor:** A trained professional that can help students deal with both personal and academic issues.
- 3.2 **DMS:** Data Management System
- 3.3 **DSA:** Department of Student Affairs.
- 3.4 **MCBS:** Modern College of Business and Science.
- 3.5 **Reasonable Adjustments:** are given to reduce the effect of a disability or difficulty which would place the student at a disadvantage in their studies.
- 3.6 **Special Consideration Students:** Are students that have learning difficulties or disabilities that make it difficult to perform like other students.
- 3.7 **QA:** Quality Assurance

4. Stakeholders.

This policy applies to: Students, Faculty and Staff.

5. Procedures.

The following stages are to be followed in the provision of Special Consideration Students:

5.1 During Admission:

All students are asked to fill in the Application for Enrolment Form where they are asked if they have any Physical, Psychological or Learning Difficulties.

- 5.1.1 **Stage 1:** Based on the filled-out form, the student will be sent to the Counselor to be evaluated based on the Medical Report that they present.
- 5.1.2 **Stage 2:** The Counselor will ask the student to fill in the Special Consideration Form in *Appendix I* and evaluate him/her to give feedback on the student.
- 5.1.3 **Stage 3:** Based on the recommendation of the Counselor, the Director of Student Affairs will decide whether he/she can be enrolled in the college putting into consideration what the college can provide him/her.

- 5.1.4 Stage 4:** The Admission Department will inform the student if the recommendation is to not enroll the student due to not having the proper support for him/her.
- 5.1.5 Stage 5:** If the recommendation is to allow the student to be enrolled in the college, the Counselor will provide him/her with Reasonable Adjustments during the (Assignments, Exams and Lectures).
- 5.1.6 Stage 6:** The student will be asked to sign a Declaration Form in *Appendix II*.
- 5.1.7 Stage 7:** The Special Consideration Student will be assessed every semester to evaluate his/her progress using the Special Consideration Students Follow Up Form in *Appendix III*.

5.2 Faculty Referral

Emails to be sent automatically to all Faculty at the beginning of each semester to remind them about referring students to the Counselor, who may be falling behind in class.

- 5.2.1 Stage 1:** In the event where a faculty notices that a student is facing difficulties or issues during class, he/she shall notify the counselor on the matter.
- 5.2.2 Stage 2:** The counselor will contact the student for an evaluation session using the Counseling Session Record Form in *Appendix IV* and he/she will be asked to provide a Medical Report.
- 5.2.3 Stage 3:** If the evaluation concludes that the student needs Reasonable Adjustments, he/she will be given these Adjustments during the (Assignments, Exams and Lectures).
- 5.2.4 Stage 4:** The student will be asked to sign a Declaration Form in *Appendix II*.
- 5.2.5 Stage 5:** The Special Consideration Student will be assessed every semester to evaluate his/her progress using the Special Consideration Students Follow Up Form in *Appendix III*.

5.3 Reasonable Adjustments

The process of provision of different reasonable adjustments is done as follows:

- 5.3.1 Stage 1:** The Student, Parent or Guardian would submit the medical report to the Counselor.
- 5.3.2 Stage 2:** The Counselor would review and assess the report.
- 5.3.3 Stage 3:** Based on the review done, the Counselor would recommend reasonable adjustments respective to the special considerations that the student needs.
- 5.3.4 Stage 4:** Under the discretion of the Counselor, reasonable adjustments that could be provided to the students are provision of laptops during exams, allowing students to walk every 10 to 15 minutes, having extra 30 minutes during exams, increasing font size of their examination papers, have separate room in doing the exams.
- 5.3.5 Stage 5:** The student will be asked to sign a Declaration Form in *Appendix II*.

- 5.3.6 Stage 6:** The Special Consideration Student will be assessed every semester to evaluate his/her progress using the Special Consideration Students Follow Up Form in *Appendix III*.
- 5.3.7 Stage 7:** A review is conducted after every 3 years through a survey in *Appendix V* to measure the quality, appropriateness, and effectiveness of the policy and fill in the Policy Review Report in *Appendix VI* before submitting it to QA.

6. Roles and Responsibilities.

6.1 Counselor

- Identify in advance whether any action is needed to help reduce the effect of a disability or difficulty.
- Working with students who need psychological and emotional support.
- Building a relationship of trust and respect with students.
- Listening to students' concerns, empathizing with them, and helping them see things more clearly.
- Encourage students to discuss emotions and experiences.
- Keeping confidential records.

6.2 Faculty

- Faculty should refer students that they notice are having trouble or the potential of falling behind in class to the Counselor.

6.3 Student

- Provide complete information about one's illness/problem, to enable proper evaluation and consideration.
- Inform your counselor if you are receiving mental health services from another professional.
- Follow agreed-upon sessions to evaluate progress every semester.
- Participate fully in each session to help maximize a positive outcome.
- Reschedule/cancel an appointment if they cannot attend so another person may see the Counselor.

6.4 Director of Student Affairs

- Decide whether the student can be enrolled in the college.

6.5 Parents/Guardians

- Provide complete information about the student's illness/problem, to enable proper evaluation and consideration.
- Cooperate with the Counselor to ensure suitable adjustments are provided.

7. References.

The development of this policy has, in a contextualized manner, benefited from the following documents:

[MCBS Policy on Policy development](#)