January 18, 2016

Dear colleagues,

AUB prides itself on the diversity of its student body. Students with special educational needs bring an important element of diversity to our community and it is our duty as educators to create a learning environment in which all students can thrive.

Faculty members at AUB are encouraged to include the following statement in course syllabi as of the Spring Semester 2015-16:

“If you have documented special needs and anticipate difficulties with the content or format of the course due to a physical or learning disability, please contact me and/or your academic advisor, as well as the Counseling Center in the Office of Student Affairs (Ext. 3196), as soon as possible to discuss options for accommodations. Those seeking accommodations must submit the Special Needs Support Request Form along with the required documentation.”

According to the University’s Non-Discrimination Policy, “AUB encourages a diverse student body and workforce, and is committed to the principle of equal opportunity in education and employment...AUB will provide reasonable accommodation consistent with the law to members of the AUB community with a disability. What constitutes a reasonable accommodation depends on the circumstances and, thus, will be addressed by AUB on a case-by-case basis.”

Information about the process for students seeking special needs accommodations is available online at “Accessible Education: Students with Special Needs”. To facilitate our efforts to support students with special needs, I have appointed Ms. Melissa Norton as a special needs support coordinator in the Office of Student Affairs. She comes to AUB with seven years of experience in the special education field.

I would like to acknowledge the Task Force for Persons with Special Needs*, and the FAS Ad Hoc Committee** that designed the pilot implementation initiated this past fall.

Thank you in advance for your cooperation and support in this matter as we put into practice AUB’s commitment to diversity and equal opportunity in education.

Sincerely,

M. Harajli

*The Task Force for Persons with Special Needs:
Hala Muhtasib, Professor (Chair)
Sawsan Abdulrahim, Associate Professor and Chair, Department of Health Promotion Community Health, FHS (Co-Chair)
Bassem Barhoumi, Director of Facilities
Maha Damaj, Assistant Professor of Public Health Practice, FHS
Fadi Elhajjar, International Conflict Resolution Expert Mediator and Trainer
Bassam Farah, Assistant Professor of Strategy & International Business, OSB
Fadia Homeidan, Director, OGC
Antoine Khabbaz, Director and Lecturer, OSA
Vivian Khamis, Professor of Psychology and Special Education, FAS
Nidal Najjar Daou, Assistant Professor of Psychology, FAS
Talal Nezameddin, Dean of Student Affairs
Najat Saliba, Professor of Chemistry, FAS and Director of the Nature Conservation Center
Itab Shuayb, Inclusive designer and access consultant
Kim Smith Abouchacra, Professor and Director, Medical Audiology Sciences Program
Charbel Tarraf, Associate Dean of Student Affairs

**Ad-Hoc FAS Committee on Special Educational Needs**
Dean Patrick McGreevy (Chair)
Associate Dean Malek Tabbal (Co-Chair)
Antoine Khabbaz, Director of the Counseling Center
Anies Al-Hroub, Associate Professor of Educational Psychology & Special Education
Diana E. Jaalouk, Assistant Professor
Nidal Najjar Daou, Assistant Professor of Psychology
Sabine El Khoury, Assistant Professor of Mathematics
Jean Azar, Student Record Officer
Leila Knio, Student Services Officer