



**King Fahd University of Petroleum & Minerals**  
**College of Design and Built Environment**  
**Department of Civil & Environmental Engineering**

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**Guidelines to Foster an Appropriate Educational  
Environment for Female Students**

**GUIDELINES FOR THE FACULTY AND STAFF**

- a) Deal with the students (both male and female) in an equally respectable, moderate, and professional manner.
- b) Each student, either male or female, should be given the same discipline for the same action.
- c) Avoid any conversation on the telephone or personal email. Only communicate through your official email, Teams, and Blackboard. Also, encourage students to communicate through their university email ID only.
- d) Adhere to the open-door policy during your office hours and especially when meeting with female students.
- e) Academic advisors should propose appropriate solutions to resolve any academic, emotional, social, or behavioral problem of the concerned student.
- f) A student has the right to share his/her personal information with the academic advisor. Any such information must be kept confidential.
- g) An instructor may request the department to schedule a suitable class time and venue for a course with the majority of students being female.
- h) If possible, make a separate group of female students for term projects and lab activities.
- i) Plan ahead for any field visit by communicating to the Chairman CEE and to the respective organization for necessary arrangements.
- j) Lead by example by setting the highest possible level of professionalism, ethical values, and moral standards.