

Accessibility for classes and examinations

In compliance with the Act for Eliminating Discrimination against Persons with Disabilities (2013, Act No. 65), TUFS will make reasonable efforts to accommodate the accessibility needs of students with disabilities so that they can attend classes or examinations.

This policy is to provide an environment in which students with physical or mental disabilities have access to the same education as other students and is premised on making reasonable efforts to the extent that is possible without placing an undue burden on the university's resources.

Therefore, please keep in mind that requested accommodations that are not related to the characteristics of the disability or that correspond to essential changes in class objectives, content, and evaluation criteria will not be accepted as reasonable accommodations.

The chart below gives examples of what are considered reasonable accommodations. Students requiring reasonable accommodations are asked to submit an application.

Reasonable measures
• Portable slopes for wheelchair users. • Designated parking spaces for persons with physical disabilities. • Example measures for students with special needs, such as Autism Spectrum Disorder (ASD), Attention-Deficit Hyperactivity Disorder (ADHD), and Social Anxiety Disorder. • Reinforcement of oral communication through documents and notices written on the whiteboards • Instruction in clear, specific language • Avoiding multiple instructions given all at once • Plan the seating arrangements in the classroom beforehand • Advanced notice and reminders regarding the submission of assignments and the like for those who may have difficulty planning ahead • For those who may have difficulty making presentations in public, academic evaluations may be made on the basis of alternative assignments, such as written reports or recordings of their presentations

○ Application procedures

Students wishing to apply for "Reasonable Accommodations" (Goriteki Hairyo) must fill in the necessary sections of the application form, and prepare the documents listed below in (1) or (2) for their application to be considered.

- (1) A medical certificate issued by a medical specialist within the 6 months prior to the application for "Reasonable Accommodations";
- (2) A copy of a valid certificate of disability and the medical certificate mentioned in (1)

* In principle, the above documents should be in Japanese or English. However, if the documents are in a language other than Japanese or English, please prepare a Japanese or English translation.

After gathering the necessary documents, book an appointment with the university doctor

at the Health Care Center, and submit all the documents to the Educational Affairs Division. The "Reasonable Accommodations" application form is available at the Educational Affairs Division. However, applicants must submit the documentation before the following deadline.

Period of Reasonable Accommodations	Application Period
Spring and Summer Quarters	From February 1 until the end of the Spring quarter registration amendment period
Fall and Winter Quarters	From <u>July 8</u> until the end of the Fall quarter registration amendment period

NOTE: It is not possible to implement the requested accommodations throughout the required quarter if the application is submitted after the deadline. However, if you have any difficulties in your academic or student life outside the application submission period, please refer to Note 3) below.

○ Interview with the University Health Care Center Physician

After an application for reasonable accommodations is submitted, the student must meet with the University Health Care Center physician to discuss their disability history, conditions, and the kinds of reasonable accommodations needed.

The Educational Affairs Division will provide copies of the student's application form requesting reasonable accommodations together with supporting documents to the TUFS Health Care Center. The student must have an interview with the doctor on the date and time booked at the Health Care Center.

○ Decision on application for reasonable accommodations

The application for reasonable accommodations and the results of the interview with the university doctor will be reviewed by the Student Support Management Office, which will make a final decision on the applicant's request. Notification of the decision will be sent by the Student Support Management Office to the student, student's course instructors, and to the Student Counseling Office.

The duration of the approved accommodations is, in principle, only for the quarters that you applied for. If you wish to continue the accommodations,, you must reapply with the supporting documents shown in (1) or (2) above within the relevant application period.

The duration of the approved special measures may be for one year within the same academic year depending on the status of the disability. Even if your "Reasonable Accommodations" application is approved for one year, you are required to make an appointment during the above application deadline to have an interview with the university

doctor within six months to have the progress, symptoms and the contents of the reasonable accommodations reexamined for the next quarter. The contents of the reasonable accommodations may be changed based on the interview results.

○ **Notes**

Even if application is approved, the applicant should take note of the following.

- 1) Regardless of the reasonable accommodations, the student is strongly recommended to hold constant communication with their course instructor regarding any changes in physical and/or psychological conditions.
- 2) If the student has to be absent from class or needs to arrive late or leave early due to changes in their conditions, they must notify the course instructor and arrange for substitute measures to make up for the class time that was missed.
- 3) The student should consult the TUFS Health Care Center or the Student Counseling Office whenever there are changes in their condition or if there are any concerns.