

Class Cancellation Policy during a Term

In general, during severe and dangerous weather conditions, the University will issue a directive to cancel classes (except classes on public holidays or during vacation time), postpone examinations, etc. Directives enacting such contingency measures on any campus shall apply to all courses and examinations taking place on the designated campus.

All affected students are expected to keep themselves informed and heed such directives. Students are advised to delay their commute or to refrain from coming to the University when their commuting routes (to the campus where their respective classes are taking place) are under any severe weather warning issued by the Meteorological Agency or the “J-Alert” due to a potential ballistic missile attack, and they feel that commuting will endanger their safety. In such cases, the students should submit a completed ‘Report of Absence’ form to the office of their affiliation and ask the course instructor for due consideration regarding absence.

■Special Exemptions to the Cancellation of Classes and Postponement of Examinations

1) On-demand classes: Directives to cancel classes do not apply.

2) Distance Learning System classes that take place simultaneously on multiple campuses:

Any Distance Learning System classes taking place on multiple campuses (Waseda, Nishi-Waseda, and Honjo) and which are directly impacted by the cancellation of classes at any of the campuses will be cancelled on a university-wide basis. However if there is a big difference between the campuses in the number of students in class, the larger class may choose to hold the class out of consideration for the small size class. (For example, if a Waseda-campus class has 100 students and the corresponding Honjo-campus class has only 10 students, the class may take place as scheduled.)

The Art and Architecture School is included in all arrangements for the Nishi-Waseda Campus.

The arrangements do not apply to the two Senior High Schools or to the Extension School.

1. Class Cancellation due to Severe Weather

Any decision to cancel classes, postpone examinations, and enact other contingency measures due to severe weather shall be the responsibility of the University and shall not be based solely on warnings and advisories issued by the Japan Meteorological Agency.

However, when weather conditions are severe (heavy rainfall, flooding high winds, blizzard conditions, heavy snow, etc.) or when a warning has been issued by the Japan Meteorological Agency and a determination has been made by the University that current conditions pose a danger to the safety of students and employees, the University will enact contingency measures involving the cancellation of classes, postponement of examinations, etc. Directives enacting such contingency measures on any campus shall apply to all courses and examinations taking place on the designated campus.

1) Based on prevalent weather conditions during a typhoon, heavy snow, etc., where forecasts with reasonable accuracy can be made, the University will issue an emergency bulletin a day in advance to cancel classes, postpone examinations, etc. In such cases, a decision will be made

by 7 p.m. and a notification posted for students through the University's website and other communication channels by 9 p.m. on the day prior to the day in question.

- 2) In all circumstances other than those falling under item (1), above, a directive to cancel classes, postpone examinations, etc., will be issued no less than 60 minutes before the start of each affected class period and examination. Notifications will be posted on the University's website, as well as being disseminated via other communication channels.

2. Class Cancellation due to the Occurrence of a Severe Earthquake

In the event that a severe earthquake occurs with such intensity that course instructors are not able to conduct classes safely, the following measures will be activated as soon as a decision is made by the University to cancel or postpone classes, as well as examinations.

- 1) If a decision is made to cancel or postpone classes and examinations, notices will be posted on the University's website and other communication channels.
- 2) If a decision is made during instructional hours, an immediate announcement will be made over the campus public address system.

3. Class Cancellation in the Event of a Large-Scale Power Outage

In the event of a large-scale power outage occurring unpredictably in the wake of overwhelming demand for electricity, the University will cancel classes as follows. Classes will be resumed in the 1st Period of the day following the restoration of electric power.

- 1) If a large-scale power outage occurs during a class period (1st-7th periods):
Remain calmly inside the classroom until the situation is under control. All classes scheduled for
the rest of the day will be cancelled.
- 2) If a large-scale power outage occurs outside a class period:
All classes scheduled for the day will be cancelled.

4. Class Cancellation due to Transport Strikes

Waseda, Toyama, Nishi-Waseda Campus should refer to items 1), 2), 3), and 4), below. Tokorozawa Campus should refer to items 1), 2), 3), and 5), below

- 1) If JR or any other public transport company goes on strike (a general strike or a JR strike), the following arrangements will apply:
 - A. If the strike ends by 12 midnight of the previous day, classes will proceed as normal.
 - B. If the strike ends by 8 a.m. on the day in question, classes will start from Period 3 (1 p.m.).
 - C. If the strike does not end by 8 a.m., all classes will be cancelled.

It should be noted that the above does not apply to work-to-rule action at JR or to strikes affecting private railway companies.
- 2) If JR in the Tokyo Metropolitan area goes on a limited (local) strike, classes will proceed as

normal.

- 3) If JR in the Tokyo Metropolitan area goes on a full-scale time-limited strike,
 - A. if the strike ends by 8 a.m., classes will start from Period 3 (1 p.m.).
 - B. if the strike ends by 12 noon, classes will start from Period 6 (6:15 p.m.).
 - C. if the strike continues past 12 noon, all classes will be cancelled.
- 4) If only private railways excluding JR, or the Metropolitan Transport Authority, go on strike, classes will proceed as normal.
- 5) If either the Seibu Railway Shinjuku Line or Seibu Railway Ikebukuro Line goes on strike, or even if neither of the Seibu Railway lines are on strike but both Seibu Bus and Seibu Motors go on strike, then
 - A. if the strike ends by 8 a.m., classes will start from Period 3 (1 p.m.).
 - B. if the strike continues past 8 a.m., all classes will be cancelled.

Method of contact in case of an Emergency

Waseda University will make emergency announcements through the Emergency Communication System, as outlined below.

- 1) Waseda University Emergency Bulletin Website (Yahoo! Japan Blog):
http://blogs.yahoo.co.jp/waseda_public/
- 2) My Waseda:
<https://my.waseda.jp/>
- 3) Waseda University official Twitter:
https://twitter.com/waseda_univ
- 4) Waseda University official Facebook:
<https://www.facebook.com/WasedaU>
- 5) Waseda University Website:
<http://www.waseda.jp/>