

## **Special consideration for leave of absence**

The University has systems in place to prevent students who are on a leave of absence due to the special reasons listed below from being unfairly disadvantaged in terms of assessment. Students who fail to meet coursework requirements such as class attendance (including that for on-demand courses), submission of assignments, exam-taking should consult the office of their affiliation in order to request special academic consideration and seek advice from their course instructors. Please note that the final decision on a student's absences is left to the discretion of the instructor.

### **1. Bereavement Leave**

- a. Scope: This policy applies to all full-time students currently in the Waseda University system.
- b. Immediate Family: Students are eligible for up to seven consecutive class-meeting days for the death of a first-degree family member (parent, child), second-degree family member (sibling, grandparent, grandchild), or spouse. (If international travel is involved, extra days may be granted.)
- c. Procedure:
  - 1) Notify the office of your affiliation within ten days of the end of the period for which consideration is sought and obtain a "Notification of Absence due to Bereavement" form.
  - 2) Promptly submit the completed "Notification of Absence due to Bereavement" form, along with appropriate documentation, such as a funeral acknowledgment card to the office of your affiliation. (In the event the deceased is your guarantor, follow the procedure for a change of guarantor.)
  - 3) Request to have the "Notification of Absence due to Bereavement" form issued by the office of your affiliation.
  - 4) Submit the "Notification of Absence due to Bereavement" form to your course instructor and seek special consideration for academic work missed during your bereavement leave. (If you are taking an on-demand course, direct your request to the affiliation offering the course.)

### **2. Jury Duty**

- a. Scope: This policy applies to all full-time students and students from Doshisha University currently in the Waseda University system. (Students of e-learning courses in the School of Human Sciences are not included.)

N.B. College students may use their right to refuse such duty (under the right of civil law).
- b. Procedure:
  - 1) Notify the office of your affiliation with a written statement from an appropriate court official, indicating the dates and times of service and submit the completed "Notification of Absence due to Jury Duty" form.

- 2) Submit the “Notification of Absence due to Jury Duty” form issued by the office of your affiliation to your course instructor and seek special consideration for academic work missed during your jury duty leave.

### **3. Infectious Disease**

In order to prevent the spread of highly infectious diseases, students who have contracted any of the specified diseases will not be allowed to attend class, based on the authority of the *School Health and Safety Act*. (The length of the suspension period is based on Mandatory Suspension Guidelines.)

Refer to The Health Support Center website <<http://www.waseda.jp/hoken/>> to find out more details about infection characteristics and quarantine periods.

Procedure:

- 1) Notify the office of your affiliation.
- 2) Ask your physician to fill out a designated *Certificate of Recovery from Infectious Disease Form* (学校における感染症治癒証明書) and submit it to the office of your affiliation.
- 3) Obtain and submit a “Notification of Absence due to Infectious Disease” form to the office of your affiliation and follow all instructions. Then, submit the “Notification of Absence due to Infectious Disease” form issued by the office of your affiliation to your course instructor and seek special consideration for academic work missed during your infectious disease leave.

### **4. Nursing Experience and Teaching Practice**

- a. Scope: This policy applies to all students who are taking nursing experience or teacher-training education courses currently in the Waseda University system.
- b. Number of days: According to the training period.  
Please note that special consideration will not be given if you have registered for a quarterly course.
- c. Procedure: Please follow the procedure explained in the *Teacher-Training Course Guide* and apply to your instructor for the special consideration form.