

Regarding the Consideration of Class Absence related to COVID19

When infected by the COVID19 or confirmed as a close contact with an infected person, students are not allowed to attend classes for a specific period in order to prevent the spread of the disease, based on the authority of the School Health and Safety Act. For the classes that the student missed due to the attendance suspension period, students are able to submit a request for special consideration. The final decision will be left to the course instructors' discretion.

【Class Attendance rules according to situations】

	Students infected by COVID19	Students considered as a close contact (*)	Under a 14-Day Isolation Period (Self-Quarantine) Following Entry to Japan
In-person classes	NOT allowed	NOT allowed	NOT allowed (*3)
Online classes	NOT allowed (*1)	Attendance suspension not necessary (*2)	Allowed

*)Students who attended in-person classes or extracurricular activities with an affected person, BUT not yet confirmed as a close contact (ex. in self-quarantine instructed by the Public Health Center) also belongs to this category as well as someone confirmed as a close contact.

- *1) For online contents that last until after the attendance suspension period is over, the student will be able to refer to these contents once the attendance suspension period is officially released. If a student has no or mild symptoms, and prefers to attend real-time classes or on-demand classes during the attendance suspension period, the student will be able to do so with the permission of a doctor. Students who wish to do so should contact the SPSE office.
- *2) If a student has difficulties attending online classes due to the limited activities during attendance suspension, he/she are allowed to request for consideration for their absence.
- *3) Students should consult with their instructors directly for their absence in an in-person class if they are under a 14-Day Isolation Period (Self-Quarantine) following entry to Japan.

【When a student is infected/confirmed as a close contact with COVID19】

- ① Submit the following form to file a report to the Office. The office may contact you to follow-up on your situation based on your application. The office will contact you by the phone numbers/email addresses you entered in the form.
 - ※ If you were infected for example during club activity or in dormitories the university owns, please follow the instructions given by each division/center in charge.
- <https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=373755142>

- ② If you wish to submit a request for consideration on the classes you missed, use the form below. Please make sure you have completed the form for ① before making this request. This form can be submitted when your suspension period is fixed. Also, this form can be submitted AFTER you have recovered from the disease and are ready to start taking classes again. If you have not been confirmed as a close contact, and had to skip class for being on quarantine after spending time with a person infected, you do not have to fill in the form for ①.
- <https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=377964837>
- ③ After submitting form②, the SPSE Office will check the contents and send you an email for confirmation. In that email, the office will issue the "Special Consideration Request for Absence due to Attendance Suspension for Infectious Diseases" by giving you a URL of the document. You will be able to request for consideration by sending each instructor the URL of the document issued.
- ※ As a rule, the SPSE Office will not be contacting your instructor (you will need to make contact yourself).
 - ※ In general, students should contact instructors by using "Message My Teacher" on Waseda Moodle.

March 30, 2021

SPSE Office

Inquiries: seikei-gaku-all@list.waseda.jp