

## 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 circumstances listed below from being unfairly disadvantaged in terms of assessment. Students who fail to meet coursework requirements such as class attendance (including that for online courses), submission of assignments, and exam-taking should consult the office of their affiliated department (school or graduate school) in order to request special academic consideration 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. Number of days: 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) Obtain a "Notification of Absence due to Bereavement" from the office of your affiliated department within ten days of the end of the period for which consideration is sought.
  - 2) Promptly fill out and submit the completed "Notification of Absence due to Bereavement," along with appropriate documentation, such as a funeral acknowledgment card, to the office of your affiliated department.  
\*In the event the deceased is your guardian, it will also be necessary to follow the procedure to change guardians.
  - 3) Obtain a "Special Consideration Request for Absence due to Bereavement" from the office of your affiliated department.

Submit the "Special Consideration Request for Absence due to Bereavement" to your course instructor and seek special consideration for academic work missed during your bereavement leave (if you are taking an online course, submit this request to the office offering the course or your instructor via email, the LMS, etc.).

### 2. Jury Duty

- a. Scope: This policy applies to students who have been appointed as candidates for lay judges, and are required to appear in court for the appointment, proceedings, and trials .  
\*This policy also applies to students who are currently at Waseda University through participation in domestic student exchange programs. Students of e-learning courses in the

School of Human Sciences and non-degree students 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 affiliated department and submit the “Notice of Term of Service (Summons)” you received.
- 2) Submit a “Request for Consideration” to your course instructor and seek special consideration for academic work missed during your jury duty leave (if you are taking an online course, submit this request to the office offering the course or your instructor via email, the LMS, etc).

### 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).

- a. Scope: See the information available on the Health Support Center homepage for details regarding preventing the spread of infectious diseases on campus.

\*For information pertaining to COVID-19, follow the link below.

<https://www.waseda.jp/inst/hsc/en/information/healthcare/infection>

b. Procedure:

- 1) If you contract an infectious disease, notify the office of your affiliated department (undergraduate/graduate).

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=516110060>

- 2) Once you have received permission to attend school or the “suspension period of coming to school” has ended, ask your physician to fill out the 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 affiliated department (undergraduate/graduate). You need to use the designated application form whose link is listed on the email that will be automatically sent after your report of the infection in (1).

The submission deadline is within seven days from the day after the final day of the absence period, and students must submit the request through the designated form. Applications submitted on or after the eighth day will not be accepted (If the final day of the submission period falls on a day when the office is closed, the deadline will be extended to the next business day).

\* If you were diagnosed with "COVID-19" or "Influenza", it is okay to submit any document which prove you have recuperated during the quarantine period, such as a medical certificate or a prescription, instead of *Certificate of Recovery from Infectious Disease Form*.

- 3) The Administrative Office issues and sends a letter as PDF, “Special Consideration Request

for Absence due to Quarantine for Infectious Diseases.” Contact your course instructor and seek special consideration for academic work missed during your illness with this letter.

#### **4. Nursing Experience and Teaching Practice** \*Teacher-training Education Courses

- a. Scope: This policy applies to all students who are on teacher-training education courses and taking nursing experience or teaching practice currently in the Waseda University system.
- b. Number of days: In accordance with the training period.

\*Please note that special consideration will not be given if you have registered for a quarterly course, so please refrain from taking quarterly courses during the training period.

Procedure: Information on how to request special consideration for absences during a training period will be available on the Teacher Education Center’s website and Waseda Moodle. You can request special consideration by following the procedures indicated, however the final decision on a student’s absences will be left to the discretion of the instructor in each course.