

Application Procedures for Academic Accommodation for Students with Disabilities

We provide students with necessary and reasonable accommodation for learning in accordance with the “Basic principles of Waseda University in relation to the support of students with disabilities.” If you need accommodations for learning due to a disability, please apply following the guide below.

POINT 01

Eligible students

Eligible students fall under both of the following ① and ②.

- ① **They have physical, developmental, mental or any other physical or mental functional disabilities which substantially limit their daily and/or social life.**
- ② **They would like reasonable accommodation for learning.**

*If pursuit of your studies in itself is making you unwell, or you are unable to continue attending school simultaneously with medical treatment, etc., you should consult your doctor and prioritize medical treatment and rest.
If the university does not think that you are in a condition to pursue your studies, we will hold an interview and postpone the arrangement for reasonable accommodation.

POINT 02

Application documents

① **Medical certificate(*) or copy of disability certificate**

*If a diagnosis has not been confirmed (even if there is a medical certificate, it mentions a “tendency,” “appearance” or “suspected” condition), or if it is difficult to obtain a medical certificate, the university will begin by confirming your circumstances. Please do not fill out the application form, but contact the ARC External Reception Desk.

*If the medical certificate provided cannot be used to confirm current circumstances at the time of application, you may be asked to obtain a medical certificate again.

② **Document demonstrating the circumstances of your disability (*) (If available at the time of application)**

★ **What is a document showing the circumstances of disability?**

It is a document in which your doctor writes the details of the circumstances of your disability, such as test findings, medical findings, or the doctor's written opinion (in the format prescribed by the university, provided to you after you apply), which are not written in the medical certificate or the disability certificate.

*Please attach this document if it is available at the time of application. If you need to submit your application but this document is not available, we will contact you after you apply. Please follow the guide provided and prepare the necessary documents.

*Since mental disabilities tend to change their pattern of symptoms, you will need to submit a written opinion from your doctor every semester.

POINT 03

Application method

Please apply from the following website.
<https://www.waseda.jp/inst/dsso/>

POINT 01

- (1) **I have a disability which substantially limits my daily and/or social life.**
- (2) **I would like reasonable accommodation for learning.**

POINT 02

I have a copy of a medical certificate or disability certificate.

*Including cases where application documents can be prepared by the time the application form is completed

The name of the disability or disease has not been confirmed

Yes

Reasonable Accommodation Application Form



The name of the disability or disease has not been confirmed (the medical certificate mentions a “tendency,” “appearance” or “suspected” condition) .

Yes

Accessibility Resource Center (ARC) External Reception Desk

*Reception desk for cases where the name of the disability or disease has not been confirmed, or it is difficult to obtain a medical certificate



No

POINT 04

Application deadline

If you would like reasonable accommodation, you need to apply every semester.

The application deadline for each semester is March 10 for the spring semester and September 10 for the fall semester.

*Applications will also be accepted if accommodation is required after the deadline, but it will take one to two months for accommodations to begin (i.e., for each teacher to receive a written request for academic accommodations). You cannot receive the accommodation retroactively, so please apply with ample time. Arrangement for applications submitted after June 1 for the spring semester or December 1 for the fall semester will be made for the next semester.

*If you have difficulty in learning due to a temporary injury, please discuss this with the ARC separately.

POINT 06

Other points to consider

- ARC will interview you after you apply. After that, the content of accommodations will be determined after review at the place of implementation of reasonable accommodations (the home department or graduate school).

Desired accommodations cannot be implemented in some cases.

- Accommodations that are equivalent to a change in the essence of learning, have a low degree of feasibility, are not the primary business of the university, or have a significant impact on other students fall outside the scope of reasonable accommodations.

POINT 05

Steps for provision of reasonable accommodation

① Application (filling out the application form)



② Interview

A draft of accommodations will be created based on the content discussed at the interview. ARC will contact you about the date and time of the interview after you apply.



③ Review of draft of accommodations

The content of the draft of accommodations will be reviewed at your home department or graduate school.



④ Determination of accommodations (approval of accommodations and subjects eligible for accommodation)

Applicants will receive a notice requesting their consent and should consent to this.



⑤ Distribution of written requests for academic accommodation

These are distributed to instructors in charge of classes from their home departments and graduate school offices.



⑥ Consultation on implementation

*Please consult with the instructors in charge on how to implement the accommodations described in ⑤. *⑤ does not mean that accommodations are automatically implemented. Applicants themselves should consult with instructors.

Specific examples likely not to fall under reasonable accommodations

- In the assessment of grades, changing assessment criteria or lowering the criteria for passing
- Passing a class even though the educational goal originally required in the class has not been achieved
- Treating absences from class as attendance
- Requesting retroactive response and accommodations for a time prior to the distribution of written requests for academic accommodation
- Arrangement and implementation of reasonable accommodations without a period for preparation, or in a short time
- Implementation of renovation work in a short period of time, disregarding financial affairs and financial planning
- Changing the way classes are conducted so as to significantly impair learning opportunities for other students

[Contact for inquiries regarding the Reasonable Accommodation Application]



WASEDA University

Waseda University Accessibility Resource Center (ARC)

Department of Physical Disabilities
Building No.3, 1F #110, Waseda Campus
1-6-1 Nishi-Waseda, Shinjuku-ku,
Tokyo 169-8050, Japan
TEL:03-5286-3747
e-mail:arc@list.waseda.jp

Department of Mental/Developmental Disorders
Nishi-Waseda Bldg. (Building No.19),
1F #102-10, Waseda Campus
1-21-1 Nishi-Waseda, Shinjuku-ku,
Tokyo 169-0051, Japan
TEL:03-3208-0587
e-mail:shien02@list.waseda.jp

*The hours for inquiries regarding the reasonable accommodation application vary depending on the time of year. Please check the ARC website.