

April 1, 2016

Student Support Center, Organization for Student Activity Support

## **Kwansei Gakuin University Guidelines for Support of Students with Disabilities**

**Student Support Center, Organization for Student Activity Support**

### **Introduction**

Kwansei Gakuin University's support for students with disabilities shall encompass the "provision of reasonable accommodation" based on the "Act on the Promotion of Elimination of Discrimination on the Grounds of Disability," and the contents of that support shall be enacted on the basis of University-wide standardized guidelines in accordance with the separately defined "Basic Policy on Support for Students with Disabilities" (hereinafter, "Basic Policy"). The Guidelines for Support are thus hereby defined based on "6. Provision of Reasonable Accommodation" and "8. Submission of Complaints" in the Basic Policy.

#### Reference

*"Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.*

(UN Convention on the Rights of Persons with Disabilities, Article 2)

### **1. Conditions of Support**

#### 1) Scope of Students

"Students" in these Guidelines shall refer to individuals with disabilities who seek admission to the University as well as currently enrolled undergraduate and graduate students, special students, exchange students, etc. with disabilities.

#### 2) Eligibility for Support

① Individuals eligible for support shall be those subject to ongoing and substantial limitations in their daily lives or public lives due to disability or social barriers and, in principle, in possession of supporting documentation such as a certificate of disability or doctor's certificate.

② In addition to ① above, individuals for whom support has been deemed necessary via consensus with the Student Support Center of the Organization for Student Activity Support (hereinafter, "Student Support Center") or the undergraduate or graduate school with which the student is affiliated shall be eligible for support.

#### 3) Contents of Support Provided as "Reasonable Accommodation"

a) The contents of support to be provided by the University as "reasonable accommodation" are with

reference to the following items.

- ① Testing accommodations  
Testing in separate room, extension of testing times, substitute writer, substitute reader
- ② Alternative recording of lectures, etc.  
Note-taking, permission for audio recording with consent of instructor
- ③ Accessibility of instructional materials  
Creation of textbooks/instructional materials in alternate formats (Braille, audio, magnification, electronic text files, etc.), transcription/captioning of video materials without closed captioning
- ④ Accessibility of spoken language  
Use of assistive devices such as computers, sign language interpretation (dispatch requested from support organization), etc.
- ⑤ Accessibility of facilities  
Classrooms, libraries, laboratories, and other on-campus facilities
- ⑥ Autonomous support via technological assistance  
Use of text-to-speech software, IC recorders, video magnifiers, earplugs, etc.
- ⑦ Assistance in labs/practicums  
Assistance from an LA, TA, etc.
- ⑧ Other support  
Support necessary due to nature of disability

b) The contents of support not included under “reasonable accommodation” by the University are with reference to the following items.

- ① Items that require substantial educational modifications  
Substantial educational modifications such as relaxation of accreditation standards or graduation requirements
- ② Items that impose an undue burden on the university providing support  
Items that impose an “undue” burden on the University financially, organizationally, etc. are not included under the contents of support. The determining factors are as follows.  
(Factors are based on Cabinet Office’s “Basic Policy on the Promotion of Elimination of Discrimination on the Grounds of Disability”)
  - Extent of administrative/operational (educational and research) impact (whether or not it will detriment administrative/operational goals, content, or functions)
  - Degree of feasibility (physical/technological constraints, personnel/organizational constraints)
  - Extent of cost/burden
  - Administrative/operational (educational and research) scale

- Fiscal/financial standing

- ③ General lifestyle support not relevant to education

- Personal or daily lifestyle support not directly related to learning at the University and support related to extracurricular activities

4) Scope of Student Activities Subject to Provision of “Reasonable Accommodation”

The scope of the provision of reasonable accommodation shall in principle be on-campus entrance examination support, educational support, and job placement support.

5) Note on Contents of Support

The contents of support the University deems to be “reasonable accommodation” are defined in 3) above; however, consideration shall be given to items not included under the contents of support provided as “reasonable accommodation” as needed.

## **2. Contents of Entrance Examination Support**

Necessary support shall be provided in accordance with the National Center Test for University Admissions’ “Testing Accommodations.”

## **3. Contents of Educational Support**

Educational support encompasses items relevant to learning (education) at the University including regular curriculum classes and participation in school functions (entrance and graduation ceremonies, etc.). Examples of support by category of disability are given below. The undergraduate or graduate school with which the student is affiliated, the Student Support Center, and the relevant divisions shall deliberate and assess the specific details of support and determine these details individually with the consent of the student while respecting the student’s educational needs and wishes wherever possible.

### **A) Visual impairment**

One or a combination of the following means of support shall be provided as needed.

Braille transcription/magnification/text editing of instructional materials

- ① Face-to-face recitation
- ② Use of assistive devices (computer for Braille transcription, text-to-speech software, Braille printer, CCTV systems, screen magnification software, Optacon, Light Braille, OCR software)
- ③ Braille books (housed in University library)
- ④ Support from LA, TA, etc. during labs, etc.
- ⑤ Extension of testing times/testing in separate room

- ⑥ Other

B) Hearing impairment

One or a combination of the following means of support shall be provided as needed.

- ① Assignment of manual or electronic note-taker
- ② Transcription/closed captioning of video materials
- ③ Dispatch of sign language interpreter (contracted from external agency)
- ④ Use of assistive devices (audio-frequency induction loops, etc.)
- ⑤ Support from LA, TA, etc. during labs, etc.
- ⑥ Extension of testing times/testing in separate room
- ⑦ Other

C) Physical disability

One or a combination of the following means of support shall be provided as needed.

- ① Adjustment of classrooms
- ② Support when moving between classrooms
- ③ Assignment of note-taker
- ④ Aid station
- ⑤ Support from LA, TA, etc. during labs, etc.
- ⑥ Extension of testing times/testing in separate room
- ⑦ Other

D) Illness/weak condition (epilepsy, asthma, atopic dermatitis, food allergies/anaphylaxis, nephrotic syndrome/chronic kidney disease, type 1 diabetes, cancer, etc.)

\*In accordance with the approach to “intractable diseases” in the Comprehensive Support for Persons with Disabilities Act)

Support depends on the type of condition, degree of disability, situation, and other factors.

Necessary support shall be provided on a case-by-case basis.

E) Developmental disorder (autism spectrum disorders, ADHD, specific learning disability, etc.)

Individual support appropriate to the type of disorder, circumstances, situation, and other factors is needed. Necessary support shall be provided on a case-by-case basis.

F) Mental disorder (schizophrenia, mood disorder, anxiety disorder, sleep disorder, neurological disorder, etc.)

Support depends on the type of disorder, degree of disability, situation, and other factors. Necessary support including ongoing coordination with a healthcare provider shall be provided on a case-by-case basis.

G) Other (gender identity disorder/gender dysphoria, etc.)

As accommodations are needed in relation to public life, necessary accommodations shall be made on a case-by-case basis.

**Note:** Names of disorders in D) Illness/weak condition, E) Developmental disorder, and F) Mental disorder are taken from the Japan Student Services Organization's "Guide to Educational Support of Students with Disabilities for Faculty and Staff" (2014 revised edition).

#### **4. Contents of Job Placement Support**

Career/job placement support and support coordinated with external organizations shall be provided for students with disabilities.

In addition, necessary support shall be provided to students participating in Career Center-hosted programs.

#### **5. Submission of Complaints**

If a student with disabilities, their guarantor, or a faculty or staff member in the relevant discipline has a concern or complaint regarding the means of support, etc. whose provision has been determined in accordance with these Guidelines, in principle this complaint shall be resolved through discussion. However, in the case that a resolution cannot be reached, a submission of complaints shall be filed according to the following procedure.

- ① The student with disabilities, their guarantor, or the relevant faculty or staff member with a concern or complaint (hereinafter, "Petitioner") shall consult with the Student Support Center.
- ② If a resolution cannot be reached within the Student Support Center, the Petitioner shall submit a complaint with the Kwansei Gakuin University Harassment Consultation Center in accordance with the "Kwansei Gakuin University Regulations on Mediation."
- ③ Upon receipt of the petition by the Kwansei Gakuin University Harassment Consultation Center, the Kwansei Gakuin University Harassment Prevention Committee shall mediate the matter in accordance with the "Kwansei Gakuin University Regulations on Mediation" and achieve an amicable settlement by means of establishing a common understanding in conformity with the principles of these Guidelines.

#### **6. Enactment, Revision, and Abolishment of these Guidelines**

Enactment, revision, and abolishment of these Guidelines shall be determined by the University Board of Councilors after hearing the views of students with disabilities and undergoing a review by the Student Support Center Committee.

#### **7. Supplementary Provision**

These Guidelines shall come into effect on April 1, 2016.