



From Application for Reasonable Accommodation to Support

Rikkyo University provides academic support based on the “Rikkyo University Students with Disabilities Support Policy,” to ensure that students with disabilities can lead fulfilling campus lives. Reasonable accommodation will be provided when students with disabilities request support and the University confirms the necessity. If you are experiencing difficulties in learning, please consult the Students with Disabilities Support Office.

1 Inquiry and consultation

If you wish to request support (reasonable accommodation), please contact the Students with Disabilities Support Office. A representative will contact you to schedule a face-to-face meeting.



2 Face-to-face meeting

A specialized coordinator will meet with you to ask specific details about your learning difficulties and the reasonable accommodation you require.



3 Application for reasonable accommodation

If you are applying for reasonable accommodation after meeting with the coordinator, prepare the following documents and submit them to the Students with Disabilities Support Office.

- ① Support Application (form designated by the University)
- ② Copies of medical certificates, statements of opinion, disability certificates, etc. (materials that provide evidence for proper understanding of the condition)

[Application Deadline] **Spring Semester:** May 31, **Fall Semester:** November 15

*If the deadline falls on a day when the Students with Disabilities Support Office is closed, it will be the last day the office is open prior to that date.

*It takes about one month from the application to the decision on the details of consideration.

*Applications will be accepted after the deadline, but adjustments will be made for the next semester.



4 Deliberation and decision on the details of consideration

The Student with Disabilities Support Council (a meeting involving the relevant college, graduate school, and related departments) deliberates and decides on the necessity of reasonable accommodation and their specific details.



5 Start of reasonable accommodation

Course instructors will be notified of the reasonable accommodation documentation (Consideration Information Form). Students should approach their course instructors directly and coordinate the method of reasonable accommodation through constructive dialogue. Reasonable accommodation will be provided once both parties have reached a sufficient common understanding.



6 Feedback

Even after the start of reasonable accommodation, the learning status will be checked through periodic meetings with the coordinator in charge. The considerations will be reviewed and adjusted as necessary.

What is Reasonable Accommodation?

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 students with disabilities the enjoyment or exercise on an equal basis with other students of all human rights and fundamental freedoms*.

The seven elements** ① needs of the individual, ② removal of social barriers, ③ not an undue burden, ④ respect for intentions, ⑤ ancillary to core duties, ⑥ equal opportunity, and ⑦ fundamental alterations not permitted) are taken into consideration, and the details of consideration is determined through constructive dialogue.

Please note that reasonable accommodation does not compensate for the acquisition of credits, nor does it mean that the requested accommodation will be provided exactly as requested.

* See also: Convention on the Rights of Persons with Disabilities (Article 2 - Definitions)

**See also: Japan Student Services Organization (JASSO) "Basic Knowledge for Prevention and Resolution of Disputes"

Points to Consider When Applying for Reasonable Accommodation

- Reasonable accommodation intended to support students with disabilities in their learning. Difficulties due to temporary illness or injury are out of scope.
- To accurately assess a student's condition, in cases where the nature of the disability changes, it is as a general rule required to submit supporting documentation such as a physician's diagnosis or opinion letter within the last three months (within the last six months for newly enrolled students) each semester.

Specific examples of considerations likely not to fall under reasonable accommodation

- Applying different grading standards than other students and relaxing the number of credits and requirements necessary for graduation
- Exemption from taking required subjects themselves, exemption from assignments or exams necessary for assessing achievement goals (or performance evaluation), and unconditional granting of credits
- Treating absences from class as attendance
- Requesting retroactive response and accommodations for a time prior to the issuance of an Information form on Reasonable Accommodations for Students with Disabilities
- Requiring the constant presence of dedicated caregivers and staff with specialized knowledge in all situations, including classes and daily life
- Requesting a response that significantly impairs learning for other students
- Requesting large-scale facility renovations or equipment installation, disregarding university financial affairs

[Contact for Inquiries]

RIKKYO UNIVERSITY

Students with Disabilities Support Office



Reasonable Accommodation
and Support Application
Procedures (Video)



Students with Disabilities
Support Office
(RIKKYO PORTAL)

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