

[To All Faculty Members]
Notice from the Support Center for Students with Disabilities

As of April 1, 2024, the obligation to provide reasonable accommodation for students with disabilities (hereafter referred to as “reasonable accommodation”) has been extended to private universities and other private institutions under Article 8, Paragraph 2 of the revised Act on the Elimination of Discrimination against Persons with Disabilities. As a result, failure to provide reasonable accommodation may not only lead to guidance, advice, or recommendations from administrative agencies, but also increase the likelihood of such failure being deemed unlawful if a dispute arises between a student and the university.

Accordingly, our university must review and improve its regulations and guidelines in line with the intent of the Act, which mandates the provision of reasonable accommodation. We must also ensure that all educational activities comply with these standards.

The Act aims to realize a “symbiotic society” in which persons with and without disabilities respect each individual’s uniqueness and live together in harmony. It prohibits “unjust discriminatory treatment” and mandates the provision of “reasonable accommodation” for persons with disabilities.

Reasonable accommodation in this context refers to adjustments and measures that protect the right of students with disabilities to receive an education—without altering the essence of the educational content or imposing an undue burden on the university—and help ensure that they are provided with an environment equivalent to that of students without disabilities.

Key points are summarized in the following excerpt from the “Guidelines for Supporting Students with Disabilities.”

Based primarily on *Government Public Relations Online*, “Mandatory Provision of Reasonable Accommodation by Business Operators for Persons with Disabilities” (summary).

[Guidelines on Support for Students with Disabilities at Meijo University]

(Established based on the Act for Eliminating Discrimination against Persons with Disabilities)

Basic Policy

Article 2, Paragraph 2:

Since students with disabilities vary in terms of characteristics, type, and degree of disability, flexible responses are required. The University shall provide support that is both necessary and feasible for each individual student with a disability and shall strive for continuous improvement in the support provided.

Prohibition of Unjust Discriminatory Treatment

Article 5:

In all educational, research, and other activities conducted by the University, the rights and interests of students with disabilities must not be violated by refusing to provide opportunities, restricting the place or time of provision, or imposing conditions that are not applied to students without disabilities.

Provision of Reasonable Accommodation

Article 6, Paragraph 1:

The University must provide reasonable accommodation to students with disabilities to prevent unjust discriminatory treatment, as long as such measures do not alter the essence of education and research (e.g., changing academic achievement standards), and do not impose a disproportionate or undue burden.

Paragraph 2:

The provision of reasonable accommodation shall be made when a student with a disability expresses the need to remove social barriers.

Undue Burden

Article 7:

With regard to the undue burden mentioned in the previous article, decisions shall be made on a case-by-case basis, comprehensively considering specific circumstances in light of the factors listed below. If a measure is deemed to impose an undue burden, the University must explain the reason to the student with a disability and make efforts to gain their understanding.

Consensus Building and Constructive Dialogue

Article 12, Paragraph 1:

Support plans must be determined with the consent of the student concerned. The Support Center shall provide sufficient opportunities to explain the support plan to the student and work to build mutual understanding and reach consensus regarding the support details.

Paragraph 2:

If consensus cannot be reached, the Coordination Subcommittee on Support for Students with Disabilities, established under the Committee for Support for Students with Disabilities, shall facilitate constructive dialogue to promote agreement.

Establishment of a Dispute Resolution System

Article 16:

If a student with a disability experiences unjust discriminatory treatment or denial of reasonable accommodation due to their disability, and if consensus cannot be reached as described in Article 12, the student may file a complaint with the Human Rights Committee through the designated consultation offices (such as the Health Center or student counselors).

Steps for Students Applying for Reasonable Accommodations

Note 1: The process may be changed or adjusted based on the needs of each particular case. In some situations, the procedure may be terminated midway.

Note 2: The term “disabilities” used in this document includes others forms of special needs.

Note 3: While the steps below are the general standard practice for the application of reasonable accommodations, there may be some modifications to the procedure based on the needs and/or particular characteristics of the faculty/department.

[Step 1] Student Consultation with the Support Center for Students with Disabilities

The student will submit Form 1 *“Accommodations for Learning on the Basis of Disabilities Consultation Application Form.”*

[Step 2] Interview with Faculty/Department Members

The student will have an interview with members of the Support Center for Students with Disabilities and relevant members of the faculty/department.

[Step 3] Submission of Application for Reasonable Accommodations to the Support Center for Students with Disabilities

The student will have an interview with Note: Forms 2-4 must be submitted by the student each academic year.

Students must submit the following:

- Form 2: *“Notification for Learning Support on the Basis of Disabilities”*
- Documents pertaining to the necessity for the reasonable accommodations (e.g., medical certificate from a doctor or equivalent documents, physical disability certificate)
- Form 3: *“Application for Reasonable Accommodations for Learning on the Basis of Disabilities”*

and/or
- Form 4: *“Application for Reasonable Accommodations for Testing due to Disabilities”*

[Step 4] Consideration of the Content of Reasonable Accommodations by Faculty/Department

Faculty/department will discuss the contents of the application forms (Form 3 and 4).

[Step 5] Decision/Consensus-building about the Content of the Application Forms (Form 3 and 4)

The decision will be made after constructive dialog and liaison with faculty/department.

[Step 6] Implementation of Reasonable Accommodations

The faculty/department will request supervisors and teaching staff of relevant courses to provide reasonable accommodations to the applicant.

Teachers will be notified of student's requests for reasonable accommodations through the following forms:

- Form 5: *"Request for Accommodations for Students with Disabilities"*

or

- Form 6: *"Details Related to Reasonable Accommodations for the Applicant"*

[Step 7] Periodic Consultation

1. The Support Center for Students with Disabilities and relevant faculty/department members will periodically check in with the student via consultation sessions about the status of the student and reasonable accommodations in the relevant courses.
2. The Support Center for Students with Disabilities and relevant faculty/department members will meet with the student for consultation related to the application for reasonable accommodations for the following academic year.