

March 2021

Dear faculty,

President, Sakamoto Hiroshi

Applications from students who wish to take 2021 spring term online classes for special reasons.

As announced via the school website on February 15, 2021, classes for the year of 2021 will generally be held in-person in accordance with the “Class policies for 2021”. Based on these policies, students who desire reasonable accommodations in class may carry out the necessary application procedures to receive approval from the school to take classes online.

This notice is being delivered due to an application for reasonable accommodations by a student taking your class. We ask that you consider taking reasonable accommodation measures according to [3.Reasonable accommodations] below. This application is handled individually for each student. Please note that requests for accommodation may have to be considered one-by-one as they occur, according to the timing of the student’s application.

The Academic Affairs Division of each campus will be managing the application and inquiries from students. If you have any questions, please contact the academic affairs staff of the school/college you reside in.

Please note that there may be changes to, or even cancellation of, this class policy in accordance with a change in the infection situation or a change of government policies.

1. Target students

- Students who have or whose family have an illness that requires extra precautions against infection of COVID-19, and it is difficult to take classes in-person.
- Official international students restricted from entering Japan (under the condition that the school acknowledges that the student is restricted entry due to visa preparation issues and other special reasons) .

2. Applicable diseases

- (1) Students who have or whose family have an illness that requires extra precautions against infection of COVID-19.

The diseases and medical conditions below are considered applicable.

Chronic respiratory disease	Use of biologics
Chronic obstructive pulmonary disease (COPD)	Immunosuppression due to disorders and therapies
Chronic kidney disease (CKD)	Immunodeficiency from transplantation and/or other reasons
Chronic liver disease	HIV (especially CD4 <200/L)
Diabetes mellitus (DM)	Malignant tumor

Hypertension (HT)	Pediatric chronic disorders
Blood disease	Psychiatric disorders (Those who feel great stress and uneasiness concerning the risk of infection while attending classes in-person and spending time on campus)
Aneurysm, Chronic heart disease	
Endocrine disorder, Obesity (BMI over 30)	
Digestive disorders	
Neuropathy, Neuromuscular disorder	
Rheumatoid arthritis, Collagen disorder	

※Any accommodations required for medical conditions that do not relate to COVID-19 will be managed by the Support Center for Students with Disabilities.

(2) Students or students with family who are pregnant.

Those who have been confirmed to be pregnant by official documents or a doctor's diagnosis will be applicable.

For (1) and (2) above, students are required to submit official documents or a doctor's diagnosis to confirm the need for accommodations. The documents are checked by the Academic Affairs Division of each campus.

3. Accommodation measures

The accommodation measures that will be taken for classes and examinations are as listed below. If for special reasons you cannot hold classes online, please explain to the administration office beforehand.

(1) In-class accommodations

Please select special accommodation methods from the 3 choices below.

- ① Providing on-demand videos by recording the classes held in-person.
- ② Providing online real-time distributions of classes held in-person. Students can communicate with faculty via the distribution system.
- ③ Distributing in-class materials (providing handouts for self-learning and recordings of classes held in-person) .

※① above will be fully recorded from 1 point of view. You will not, in general, need any editing, processing, or adding of pictures and audio.

※Classes held online are not required to guarantee the same amount of achievement compared to classes in-person.

(2) Examination accommodations

Examinations for classes will be managed by each faculty. Please be sure to provide instructions to students approved for reasonable accommodations as well.

(3) Others

- ① Replies to students will be made after the registration period (starting from Thursday, April 16) . We ask faculties to give individual directions to students about accommodations for classes held before.
- ② Please give instructions to students individually concerning methods for Q&A, exchanging opinions, evaluations and other necessary procedures after the online classes begin.
- ③ If the application for accommodations has been approved, unless the student takes the procedures to apply for [4 . Changing class style mid-term due to special reasons.] the student is restricted from taking any class in-person for the term of approval.
- ④ In the case where the application for accommodations has been approved, the student will be restricted from participating in any extracurricular activities that are held in-person that have similar risks to being present in classes.

4 . Changing class style mid-term due to special reasons.

If students taking classes online for special reasons do not require accommodations anymore, the school approves the students to apply to begin taking classes in-person. In such a case, the administration office will notify you.

5 . Contact information

<Aoyama Campus> Academic Affairs Department, Academic Affairs Division

TEL.03-3409-7830

<Sagamihara Campus> Administration Department, Academic Affairs Division

TEL.042-759-6003