

〈Process for provision of academic considerations for diversity & inclusion〉

1. Request from student who wishes to be provided with academic considerations

The student is required to submit a “Consultation Application Form” to the Shonan Fujisawa Campus (SFC) Academic Affairs Office (hereinafter referred to as the "Academic Affairs Office"). After submitting the application form, we will review the contents and arrange a date for consultation.

*If you are a new student, please contact us as soon as possible after the admission procedures. If you are a current student, please contact us by mid-March for spring semester courses and by early September for fall semester courses, so that we will be able to make the necessary arrangements to provide considerations from the beginning of the semester. However, please be aware that we may not be able to respond to last minute requests due to the fact that it takes approximately one month to discuss and decide on the details of considerations.

2. Consultation / Academic advisor • Academic Affairs Office

Based on the “Consultation Application Form” and attached documents (medical certificate, etc.), we will consult with the student about their difficulties with regards to schooling and the necessity for academic considerations to be provided.

*As it is possible for someone other than the student to attend the consultation please contact us in advance if necessary.

3. Discussion and decision on the details of considerations / Academic Advisory Meeting

Prior to the meeting, we will confirm with the student (to form a consensus) on the details of the desired considerations, and finalize these details at the academic advisory meeting.

4. Request to provide academic considerations / Chief academic advisor → Faculty member in charge of course

A “Notice and request to provide academic considerations” (sent by the chief academic advisor) will be sent from the academic affairs office to the faculty member in charge of the course.

*The student should also consult with the faculty member in charge of the course about the specific details and associated considerations with regards to circumstances, and on how to use the assistive devices.

5. Provision of considerations (classes, examinations, etc.) / Faculty member in charge of course → Student

6. Review of academic considerations / Student • Faculty member → Academic Affairs Office

7. Periodic review of considerations / Academic Advisory Meeting

〈Inquiries〉

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〈Handling of personal information〉

Information will be properly managed in accordance with the relevant rules and regulations, including the Keio University Basic Policy Concerning Protection of Personal Information, and the Keio University Rules for Protection of Personal Medical Information. For details, please refer to the “Privacy Policy” page of the Keio University website.
<https://www.keio.ac.jp/en/privacy-policy/>

