

5.

Examples of Support and Adjustments

***The following are examples. Further considerations/adjustments for support will be made based on the conditions, needs, and supporting documents of each student with disabilities.**

- Consideration of seating position
- Permission to use earplugs, noise-canceling earphones, etc.
- Permission to take photos of the blackboard and to record class content
- Permission to use a computer
- Permission to use a computer for examinations
- Provision of class notes
- Use of "UD Talk"
- Making important announcements by text information
- Loan out assistive devices (tablets, sound-collecting microphones, digital earplugs, earmuffs, IC recorders, white canes, etc.)
- Loaning Individual lockers

*We will also collaborate with and make referrals to specialized departments within the university (counseling, health counseling, career counseling, etc.) as necessary.

Coordinators for Students with Special Needs in Health and Wellbeing Center, Sophia University

Email: with_others-co@sophia.ac.jp
Reception Hours: Weekdays (excluding the days the university office is closed)
10:00 - 11:30 a.m. / 12:30 - 5:00 p.m.

More information on support for students with disabilities at our university is also **available on Web Piloti**. Please read it before contacting us.



You can access Web Piloti from this QR code.

https://piloti.sophia.ac.jp/eng/soudan/with_others/

For Students



The characteristics and degree of disabilities and what environmental adjustments are necessary vary from student to student.

Reasonable accommodation should not be formulaically determined solely based on what kind of disability the student has, but rather by looking at their supporting documents and **thoroughly grasping their characteristics and the circumstances of each student** through our interview to carefully consider the necessity/reasonableness of individual consideration. Therefore, the University requires a certain period of time to make a decision on what kind of reasonable accommodation to provide.

As the procedure may take one to two months to be completed and authorized, **please contact us promptly if you require reasonable accommodation at Sophia University.**

Support for Students with Disabilities

Sophia University Health and Wellbeing Center



1. Regarding Support

Sophia University will provide **reasonable accommodations*** to students with disabilities so that they can proceed with their studies and research in a safe and comfortable environment.

Coordinators for students with disabilities in Health and Wellbeing Center is **the primary consultation window in the University** that receives inquiries from students who require support or accommodations in their studies and research due to their disabilities.

We will interview each of the students, asking about the details of the disabilities as well as the type of support needed for campus life. **We will adjust environments based on those details by cooperating with other departments.**

2. Support Eligibility

Students who are enrolled in Sophia University and have significant restrictions regarding the environment and information necessary for their studies and research due to their disabilities. The basic range of support includes help in classes, practical training, examinations, university events, etc.

*What is **Reasonable Accommodation**?

- ✓ At Sophia University, in situations where a student cannot obtain **the environment or information necessary for their studies and research** due to their disabilities during a class, experiment, or practical training, the above applies to the changes or adjustments made by the University to fairly determine the level of the student's individual progress to ensure that they can receive the required environment or information.
- ✓ In principle, the decision of reasonable accommodation **should not change the University's "essence of education"**.
- ✓ Reasonable accommodation involves the adjustments made in the study environment and information to break down the "social barrier" against disabilities and **does not guarantee credits or being able to graduate.**

3. Flow of Procedure

1. Consultation Reception

Those who require reasonable accommodation in their university life due to their disabilities can contact us [via email](mailto:with_others-co@sophia.ac.jp).

with_others-co@sophia.ac.jp

*Please include **your student ID No, name, name of disabilities and/or diagnosis, and the content you wish to discuss** when you send your first e-mail.

2. An Interview by Coordinators for Students with Special Needs

3. Accepting Applications for Reasonable Accommodation: Submission of Required Documents

4. Consideration and Adjustments for Reasonable Accommodations

*Additional interviews will be conducted as necessary.

5. Determination of Reasonable Accommodation

*In cases where class-related support and consideration are approved, the official documents are released to the student and every professor who is in charge of the class. **Detailed considerations for each class should be discussed and adjusted between the student and each class professor within the determined range of reasonable accommodations.**

6. Review for Each Semester/Review of Accommodations

ATTENTION
*An application for support and accommodations related to classes **must be submitted each semester**. Please note that reasonable accommodations will not be automatically provided in the following semester without confirmation of the student's intention.

4. The Aim of Support

The aim is to support **students with disabilities to improve their skills by focusing on the 3 goals that are essential both in university and in their life after graduation.**



Ability to request help:

students learn how to ask for the help needed when in trouble



Ability to deepen self-understanding:

students learn about what they excel at and what they struggle with in order to gain self-confidence and pursue a fulfilling life



Creativity:

students change their perspective or take creative approaches to increase what they can do on their own

We would like to listen to and support you so that **you can deepen your self-understanding related to your disabilities and make self-decisions through our support**, rather than just being "okay with getting support and accommodations".

