

## Consultation Process Regarding Reasonable Accommodation

### ( 1 ) Consult with nearby faculty members or the “Disability Support Office”.

If you have any difficulties related to your studies or need accommodation, please consult with nearby faculty members first (such as your advisor, academic affairs staff, “Health Service Center”, “Student Counseling Room”, “Colorful Palette”, etc.). You may also consult with the “Disability Support Office”.

### ( 2 ) Have an interview at the Disability Support Office

The “Disability Support Office” will schedule a consultation interview, and any concerns related to your studies, disabilities, or medical conditions will be discussed, as well as necessary accommodations and support. Even if you do not wish to apply for reasonable accommodation, we can offer advice tailored to your situation.

### ( 3 ) Apply for Reasonable Accommodation

To apply for reasonable accommodation, supporting documents (such as a medical or disability certificate) are required. These documents serve as the basis for evaluating the appropriateness of the requested accommodation and support within your faculty. Once the accommodation is determined, you will be notified.

### ( 4 ) Prepare an Accommodation Request Letter and Notify Instructors

Based on the accommodation approved by your faculty, an accommodation request letter will be prepared and sent to the instructors in charge of your classes. Reasonable accommodation will then be provided during classes and other academic activities.

### ( 5 ) Have Ongoing Interviews and Coordination with Related Departments

After accommodation is approved, ongoing interviews will be conducted to assess the effectiveness of support and identify any academic challenges. Advice may be provided, and cooperation between related departments will be conducted as necessary.