

Information for Students with Disabilities:
Application Process for Requesting Reasonable Accommodations



Keio University
Office for Equity, Diversity, and Inclusion
(Office of Accessible Education)

1. What Are Reasonable Accommodations?

Reasonable accommodations refer to the “necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.” An individual with a limitation or trait affecting their mental or physical functions may struggle when using systems or placed in a setting that affords the majority of people the opportunity to learn without disproportionate mental burden (thereby contributing to their “disability”).¹ The circumstances that impede on the universal right to learn—including the facilities, precedents, rules, and customs—can be adjusted upon request through what is known as “reasonable accommodations.” This is a right that is guaranteed by the Act for Eliminating Discrimination against Persons with Disabilities and also stated in Keio University’s “Guidelines for Student Disability Support Services.”

1. The idea that disabilities are created by society is called the “social model of disability.”

Moreover, under Japanese law, a student with a disability is defined as one who is “in a state of facing substantial limitations in their continuous daily or social life because of a disability or social barrier.”

2. Application Process for Reasonable Accommodations

The undergraduate faculty or graduate school to which the student belongs will oversee and organize on a systematic level any proposed reasonable accommodations. The process begins with the student’s application, which is then

followed by various forms of constructive dialogue between the applicant and other relevant parties (meetings to confirm details of the applicant's situation and documentation²) while also considering the most apt and appropriate forms of support available,³ in order to determine what specific reasonable accommodations suit the applicant and their unique circumstances. Note that there are two deadlines for applying for reasonable accommodations, one for the spring semester and one for the fall semester. Because providing reasonable accommodations takes time to prepare, it is difficult to make last-minute adjustments and Keio cannot retroactively address a student's individual circumstances. If you anticipate any difficulties for yourself, please consult with us as soon as possible.

2. Documentation refers to disability certificates, medical certificates from a doctor, results of standardized psychological tests, observations and findings from specialists (whether affiliated with Keio or not), or other documents showing previous types of support, etc.
3. Reasonable accommodations are intended to provide access to equal opportunities and do not guarantee academic results (for example, course credits). Examples of accommodations that Keio cannot provide: support for something that does not fit the main role of the educational institution (i.e., incidental to the institution's main role or disproportionate in the responsibilities placed upon it), support that requires changes or adjustments to the objectives of the lecture, support that is not feasible or is expected to cause significant disadvantage to others, and support that does not reflect the student's own intentions.

Steps Involved for Receiving Reasonable Accommodations at Keio University

- 1 Online application: submitting the application and accompanying documentation begins the process for requesting reasonable accommodations. The application form can be accessed through Keio.jp. Students should fill in all the relevant sections and attach their documentation. Each semester requires its own separate application.
- 2 Meeting and review: the academic advisor from the student's undergraduate faculty or graduate school and, if necessary, the coordinator from the Office of Accessible Education, will meet with the student to

confirm the details included in their application, what obstacles they are facing, and ways to handle them.

- 3 Determining what accommodations to provide (as mutually agreed upon) and drafting the accommodation request form: based on the student's application and the meeting, the university will deliberate internally about providing the reasonable accommodation. At this point, the student's undergraduate faculty or graduate school will prepare a draft of the accommodation request form, addressed to the faculty member(s) in charge of the applicable course(s), and send it to the student. The student will then confirm the information in the draft, which shall be finalized upon agreement from both parties.
- 4 Sending the request form and receiving accommodations: the Office of Student Services will send the accommodation request to the faculty member(s) in charge of the student's course(s). Reasonable accommodations will officially be provided once this request form is processed.
- 5 Fine-tuning and review after the accommodations are provided: if reasonable accommodations provided during the semester are excessive or lacking, or if the student wishes to make a change, they should notify the Office of Student Services. Further adjustments will be made as necessary.
- 6 Renewing reasonable accommodations: If the student wishes to continue receiving reasonable accommodations in the next semester, they must submit another application by the listed deadline. Details of accommodation will be reassessed at this time.

3. Examples of Reasonable Accommodations Provided at Keio

What is "reasonable" will vary on a case-by-case basis. This is because what constitutes a barrier and what can be provided depends on the individual circumstances related to the obstacles, environments, and methods of support in question. This means that a single type of support cannot be applied uniformly. Examples of reasonable accommodations that may be provided at Keio include the following.

- Environmental support: seating arrangements (seat assignments and priority seating), guides to break rooms, etc.

- Utilization of assistive devices and technology: permission to record and film classes, wear earplugs, use voice recognition applications, etc.

- Assistive personnel (such as through the @ease supporter program): note-taking, transportation assistance between classrooms and school buildings, sign language interpretation, etc.

4. Please Refer to the Website Below for More Information



[Office for Equity, Diversity, and Inclusion \(Office of Accessible Education\)](#)

5. Use the Form Below If You Have Not Enrolled at Keio University Yet and Wish to Learn More about the Reasonable Accommodations Application Process.

[Contact Form](#) for the Office for Equity, Diversity, and Inclusion (Office of Accessible Education)

*Please select "Accessibility (Reasonable Accommodations)" as your "Inquiry Theme."

