



Application Procedure for Requesting for Academic Accommodations

Students first meet with a LAS staff member to discuss their needs. After submitting the necessary documents, students can receive a variety of accommodations.

1. Meet with a LAS staff to discuss student's needs.



2. Submit the necessary documents.
 - A medical certificate or a letter from a counselor or other specialist
 - Request for Academic Accommodations Application Form
 - A document describing the support etc., that you have received previously (where applicable)



3. Develop an accommodation plan with the LAS staff.



4. The LAS office notifies student's accommodation requests to the faculty in charge.

Academic Accommodations cannot be granted retrospectively. Please contact the LAS office at the beginning of each term as the application process may take some time.

***If the application procedure has not done by the last day of Week 4, your accommodations will be effective from the following term.**



Please refer to the LAS Website



las@icu.ac.jp



0422-33-3352



Mon.-Fri. 9:30-16:30

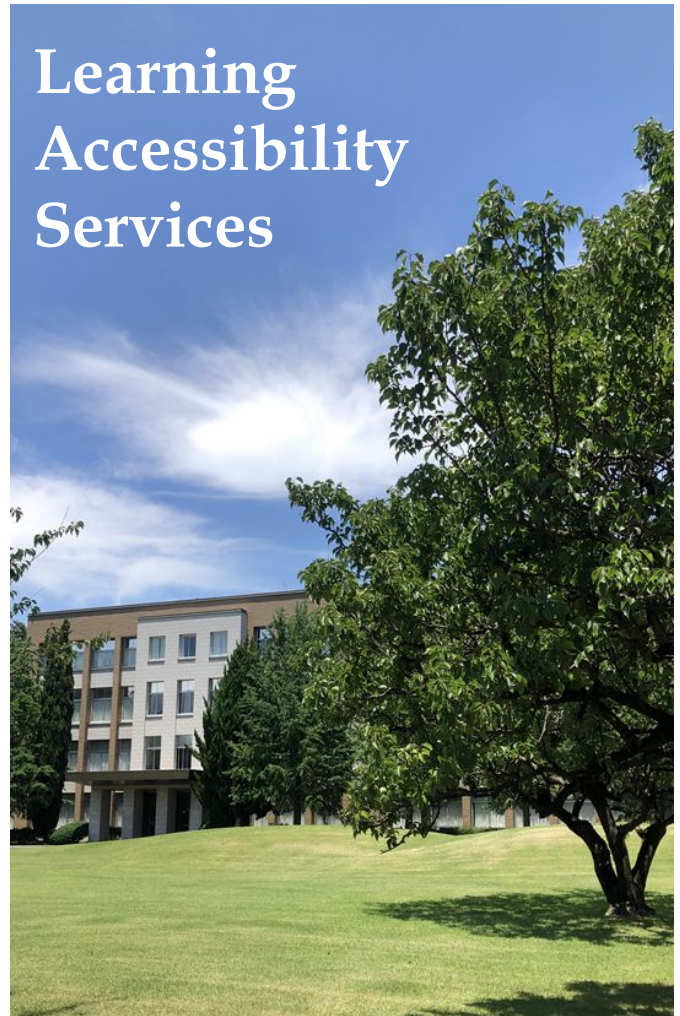
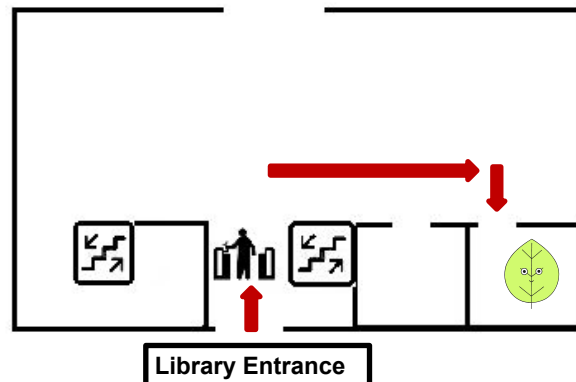


International Christian University, ICU Library 1F
3-10-2, Osawa, Mitaka, Tokyo, Japan

Enter the main library entrance. LAS is the second room on your right.



Othmar Library



Learning Accessibility Services

Support for Students with disabilities

ICU LAS office

2024.4

Basic Policy for Students with Disabilities

Standing by the principles of the Universal Declaration of Human Rights, ICU shall prepare and maintain an environment in which all students can learn on the basis of equal opportunity, without any discrimination, and with dignity. ICU shall secure opportunities for those with disabilities to participate in learning, teaching, research, and other related activities equally alongside those without disabilities.

Learning Accessibility Services

In accordance with the Basic Policy, International Christian University, through the Learning Accessibility Services (LAS) office, provides Academic Accommodations to students with physical disabilities (orthopedic disabilities, visual impairments, hard of hearing/deaf), health impairments, learning disabilities, developmental disabilities, and psychological disabilities. The LAS office is also working to promote the creation of a universal learning environment in collaboration with students, faculty, staff, relevant departments at ICU, etc.



Academic Accommodations

Reasonable Accommodations in university settings (Academic Accommodations) are changes or adjustments that are necessary to ensure that students with disabilities are given equal access to the learning environment and may participate in learning alongside those without disabilities. What constitutes “academic accommodations” depends not only on the type and degree of disability but also on the course, the environment in which classes are conducted, requests made by the individual student, etc.

Types of Academic Accommodations



Accommodations for Exams & Assignments

The LAS office plays an intermediary role between a student and an instructor to request or arrange any accommodations necessary for exams and assignments. The types of accommodations available include extended exam time limits and arranging for a separate room to take an exam.



Real-time Captioning Service

The LAS office provides Real-time Captioning, which is an instant translation of the spoken word into text. The things that are said in class or comments made by the instructor or students are transcribed using computers or by hand.



Alternative Format Service

If it is not possible for a student to use course textbooks/materials in their usual form, for example, a visual impairment, the LAS office will convert materials into an accessible format (e.g., braille transcription, providing large print materials, modifying the layout, conversion into text)



Mobility Support/Sighted Guide on Campus

Student Supporters can help students who have difficulty in getting around campus or moving from classroom to classroom



Scribes/Typing Service

If a student has trouble writing or typing, the student can use scribes or typing services for class reports, exams, etc. These services are provided by Student Supporters. In addition, the LAS office loans laptops that have speech-to-text software installed on them as necessary.



Accommodations of Classroom Facilities

When students with disabilities have lectures in classrooms that are hard to get to, have equipment-related issues, or lack the required space, the LAS office does what it can to make classroom changes and facilitate the necessary measures.



Assistive Technology

To solve problems encountered during class or exams, the LAS office loans devices such as PCs, support software, etc



Using the LAS office

At the LAS office, students can work on computers installed with support software, access a braille printer, magnifier, 3D printer, etc. Students may also use the available space to study or to rest.

In addition to the accommodations described above, we offer other support taking into account the needs of each student as necessary. If you are experiencing difficulties in your life at university or have any questions or concerns, please contact the LAS office.