

## Basic Policy for Students with Special Needs

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..

## ICU's Special Needs Support Services

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

### How to Request Academic Accommodations

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

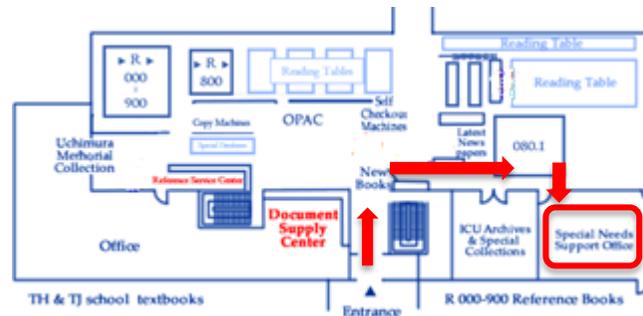
### Steps for applying for and receiving academic accommodations:

1. Meet with an SNSS staff member to discuss your needs.
2. Submit the necessary documents.
  - A medical certificate from your doctor or a letter from your counselor or other specialist
  - Support for Student with Special Needs Application Form
  - A document describing the support, etc., that you have received previously (where appropriate)
3. Develop an accommodation plan with a member of SNSS staff.
4. The SNSS office delivers your accommodation requests to your professors.

\* Students requiring accommodations for exams and/or assignments should complete the application procedures at the beginning of term.

## ICU SNSS Office

International Christian University, ICU Library 1F 3-10-2, Osawa, Mitaka, Tokyo, Japan 181-8585

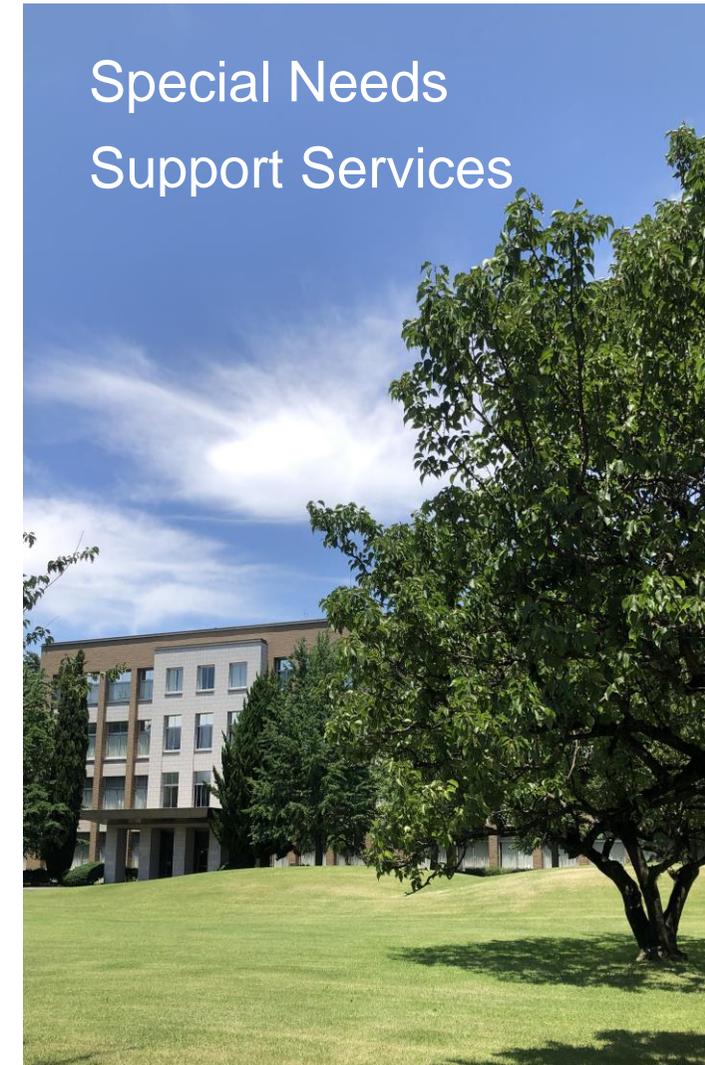


Tel : 0422-33-3352

Email : [snss-office@icu.ac.jp](mailto:snss-office@icu.ac.jp)

Office Hours : Mon.-Fri. 9:30-12:00/13:00-16:30

Web: <https://office.icu.ac.jp/ctl/en/snss/>



# Special Needs Support Services

## Support for Students with Special Needs

ICU SNSS Office

2020.7.1 ver.7

## Types of Academic Accommodations

### Reasonable Accommodations

Reasonable Accommodations in university settings 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 "reasonable 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.

The following are examples of some common reasonable accommodations.

### Accommodations for Exams & Assignments

The SNSS 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 SNSS 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 due to, for example, a visual impairment, the SNSS office will convert materials into an accessible format (e.g., braille transcription, providing large print materials, modifying the layout, conversion into text, converting text to speech).

### Scribes/Typing Services

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 SNSS office loans laptops that have speech-to-text software installed on them as necessary.

### Mobility Support/Sighted Guide on Campus

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

### Accommodations Concerning Classrooms & Classroom Facilities

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

### Assistive Technology

To assist with problems encountered during class or exams, the SNSS office loans devices such as PCs, IC recorders, support software, etc.

### Using the SNSS office

At the SNSS 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 reasonable 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 visit or contact the SNSS office.



## About Student Supporters

The SNSS office is always looking for people who wish to become Student Supporters and work with us to provide learning support to students with special needs. Student Supporters undertake a variety of learning support activities at ICU, such as converting printed materials into digital text and real-time captioning. Student Supporters perform these learning support activities as part-time on-campus student staff and wages are paid according to the university standard. Student Supporters need to submit an "Application for Registration of Part-time Job" to the Student Affairs Group unless they are already registered.

### Student Supporter Registration

If you would like to become a Student Supporter, please register at the SNSS office.

Office Hours:

Mon.-Fri.9:30-12:00/13:00-16:30

Tel: 0422-33-3352

E-mail: [snss-office@icu.ac.jp](mailto:snss-office@icu.ac.jp)