

# Process for Support

**I Consultation**

Any student who wishes consultation about academic problems should contact the Office for Students with Disabilities. Please make an appointment by e-mail.

**II Application for accommodation / Intake session**

The student who wishes to receive reasonable accommodations should complete the required fields of the Application for Accommodations for Students with Disabilities and submit it along with a copy of his/her disability certificate, a medical certificate issued by a physician, or a psychological evaluation prepared by a licensed psychologist to the Office for Students with Disabilities. At this time the applicant should describe the degree and condition of his/her disability.

**III Deliberation by Committee for Students with Disabilities and Individual Support Meeting**

Academic advising is provided following deliberation on the necessity of reasonable accommodation by the Committee for Students with Disabilities, and discussion on more detailed contents of accommodation in an individual Support Meeting.

**IV Provision of Accommodations**

The student should explain the requested accommodation to the course instructor based on the relative documents. Accommodations will be provided once an agreement is reached between the student and the instructor.

**V Periodic interviews / Reviews**

The student who is receiving accommodations meets the coordinator of Office for Students with Disabilities to confirm the status of the provision of accommodations. At this time, the content/provisions of accommodations will be rearranged as needed. The validity of accommodation will be reviewed and assessed at the end of each semester.

\* No limited for application for reasonable accommodation, consultation on academic matters such as schedule management will be provided on needs.

# Location

1F, Lecture Building 1, West Campus,  
2-1 Naka, Kunitachi-shi, Tokyo 186-8601  
Hours: Monday–Thursday  
10:00–12:00 / 13:00–17:00 (Walk in closes at 16:30)

\* Closed on Fridays, holidays, New Year holidays, and closing days designated by the President.



# Contact

T E L : 042-580-8927  
E-mail : [stu-ss.g@ad.hit-u.ac.jp](mailto:stu-ss.g@ad.hit-u.ac.jp)

\*For consultation, appointment is recommended.  
Read the QR code to send us e-mail.



# Hitotsubashi University Health Center

**Office for Students with Disabilities**



# Access



Accessibility map is posted on the Office for Students with Disabilities website.



HITOTSUBASHI UNIVERSITY

## About the Office for Students with Disabilities (OSD)

The Office for Students with Disabilities is an organization designed to serve students with disabilities in order to insure that such students are provided with equal opportunities for education. It does not guarantee credits or graduation. Hitotsubashi University strives to modify situations in which “social barriers inhibit learning” by eliminating those social barriers and assisting students with disabilities who wish to study at the University. To this end, university departments, as well as faculty and staff members, liaise and cooperate with parties on and off campus in order to provide support to students with disabilities. Students who wish to receive support for study are invited to inquire at the Office for Students with Disabilities.

Please note that the students with disabilities are responsible for meeting qualifications and maintaining essential institutional standards for courses, programs, and activities.

## Eligibility for Support

“Students with disabilities” includes students with developmental disabilities and other mental disorders as well as those with physical disabilities. The Office for Students with Disabilities is responsible for coordinating support and assistance as prescribed by Hitotsubashi University for those “students with a disability (or suspected of having a disability) who request accommodations and for whom the necessity of service is approved.”

## Contents of Support

The process of providing support, as a rule, starts based on the express of the student with disability to receive support.

If a reasonable accommodation is requested, specific contents of accommodations are determined following deliberation by Committee for Students with Disabilities and discussion between students and the course instructor.

Reasonable accommodation is an adjustment to the study environment and does not guarantee credits or graduation.

## Examples of accommodations

- ◆ For all students with disabilities
  - Advising on academic work
  - Referral to and coordination with other institutes
- ◆ Hearing impairment
  - Rental of hearing aid equipment
  - Speech recognition fixes
- ◆ Visual impairment
  - Conversion into digital text
- ◆ Physical impairment
  - Arrangement of facility setting
- ◆ Developmental disability
  - Academic work related schedule management
  - Arrangement of classroom and testing environments
- ◆ Mental disorder
  - Arrangement of classroom and testing environments
- ◆ Gender identity disorder
  - Name registration

