

The flow of academic support at the Disability Center, Gifu University

<Step 1> Students who require assistance should feel free to contact us. (each of I , II , or III)

- I. Speak with a faculty member or an academic staff member who is close to you.
 - II. Reach out to the campus life helpers of your faculty or graduate school.
 - III. Consult with the physicians, psychiatrists, clinical psychologists, public health nurses, and the staff at the Health Administration Center.
- Organize the details of your request while preparing the “Application for School Support” (Form 1) with the person in charge.
 - Consult with the Disability Center, the person in charge of your department, and faculty members on how to support you and decide on reasonable accommodations based on the recommendations of the people involved.
 - The Disability Center will prepare the “Support Plan and Support Information Arrangement Sheet” (Form 2), the “Certificate” (Form 3), and the “Request Form name of the director of Health Administration Center” (Form 4-1).
(You may need a medical certificate or an opinion letter from your doctor.)
 - Students should prepare a “Request Form for Reasonable Accommodation for Study” (Form 4-2) and a “List of Courses Registered” (Form 5).

<STEP 2> Request to the supervisor (Dean, etc.)

Disability Center (name of the director of Health Administration Center) submits to the supervisor, documents of reasonable accommodation (Forms 1-3).

The student submits (Forms 4-1, 2) and (Form 5). The point of contact is the Academic Affairs of the Faculty or Graduate School.

<STEP 3> Supervisor's decision on reasonable accommodation

After review and approval by your department, the supervisor prepares the “Reasonable Accommodation for Students with Disabilities” (Form 6) and, if required, the “Reasonable Accommodation for Students with Disabilities for General Education Courses” (Form 7) for general education and obtains the agreement of all parties concerned, including the students.

<STEP 4> Implementation of Reasonable Accommodation

The student submits (Form 6) and, if required, (Form 7) to the instructor in charge of the class, and based on this, reasonable accommodations will be implemented.

<STEP 5> Feedback

The supervisor reports the “Implementation of Reasonable Accommodation” (Form8) to the Director of the Health Administration Center, and the Disability Center confers with the student and the Academic Affairs of the Faculty or graduate school to confirm that reasonable accommodation is being implemented smoothly and makes necessary adjustments.

※ Please refer to the website of the Health Administration Center, (Forms 1-8).