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## Lakeland University Japan Student Handbook

The contents of this document are provided for students of Lakeland University Japan (LUJ). It is accurate at the time of printing, but is subject to change as deemed appropriate to fulfill the university's mission or to accommodate circumstances beyond the university's control.

The university reserves the right to amend, add, delete or modify any information and policies contained within for any reason and without prior notice at any time. The changes will be deemed effective immediately unless otherwise specified by the university. Any significant changes will be communicated by the university through various means including but not limited to email messages and notification on the posting boards.

Lack of awareness of policies or requirements will not serve as a justifiable excuse at a later date.

本 Student Handbook（以後 Handbook）はレイクランド大学ジャパン・キャンパス(以後 LUJ)の学生用に作成されたものであり、印刷後も様々な状況を鑑みて更新されることがあります。学則に変更が生じた場合は本学よりメールや掲示等にて通知され、学生は最新の規則に従うこととします。本学に在籍、在学するすべての学生は大学の規則順守が義務づけられ、規則違反は認められません。また、本 Handbook に記載があるポリシーや規則事項の認識不足を理由に自己正当化することはできません。

The university's official language is English. The Japanese texts, when used, will follow English contents and are only summaries of what it is said in English. They are not complete translations. No university officials are obligated to translate documents. The officials will only assist those students who have basic understanding of the university policies and need clarifications.

本学の公式言語は英語です。本 Handbook 各項目に添えられる日本語の内容はあくまでも概要を伝えることを目的として作成され、英語にて記載される内容の訳文ではありません。大学が必要とする範囲内で説明を省略または追記を行っています。大学職員が他言語に訳す義務はなく、学生本人が Handbook の内容を把握したうえで不明点があるものだけ質問を受け付けるものとします。

### Disclaimer of Liability

LUJ disclaims liability for any injuries, including death, damages or loss, regardless of severity or cause, suffered by a student. This liability disclaimer applies to, but is not limited to, the following:

- Any injuries, including death, damages or loss, regardless of severity, sustained on property owned by or under the control of the university. This includes classrooms, structures, buildings, public areas and grounds, etc.
- Any injuries, including death, damages or loss, regardless of severity, resulting from fire, theft, the elements or other causes.
- Any injuries, including death, damages or loss regardless of severity, as a result of an act or omission by any LUJ officials, faculty, employees, students, agents or their successors.
- Any injuries, including death or damage, suffered at off site events (athletic or otherwise) as a participant, spectator or otherwise. This also includes transit to or from an event.

Students accept the foregoing disclaimer and agree to it upon admission, readmission or continued enrollment with LUJ.

Any student enrolled in or attending classes at LUJ is bound to follow all of the university's rules and regulations and is subject to the jurisdiction of the university with regard to violations of such rules and regulations. LUJ students who fail to read this handbook will not be excused from compliance with the policies and requirements herein.

## LUJ STATEMENT OF MISSION, VALUES AND EXPECTATIONS

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### ***Mission***

LUJ educates women and men of diverse backgrounds, preparing them to think critically, to communicate effectively, to succeed professionally and to lead ethical, purposeful and fulfilling lives. Rooted in the values of the United Church of Christ, Lakeland integrates the liberal arts and experiential learning to develop the whole person for success in a dynamic, multi-faceted world.

### ***Values***

The values of LUJ are informed by its relationship with the United Church of Christ and continuing commitment to the liberal arts:

**Inquiry and Academic Excellence.** We are a community committed to learning, discovery and creativity as ongoing endeavors. We maintain high standards of academic rigor and expectations for achievement that drive the acquisition and application of knowledge through the liberal arts and practical learning opportunities.

**Integrity and Responsibility.** We are a community that is open, honest and ethical. We are accountable to ourselves, each other and the university to uphold the mission and values of the institution.

**Faith and Religious Expression.** We are a community that values the study and exploration of faith and religious beliefs. We invite one another to investigate what it means to live a spiritual, meaningful and purposeful life.

**Diversity and Respect.** We are a community that welcomes all people regardless of their gender, race, religion, sexual orientation, socioeconomic status, disability or country of origin. We value differing backgrounds, cultures and viewpoints and accept our responsibility to treat each other with fairness, compassion and civility.

**Service and Stewardship.** We are a community committed to socially responsible service at the institutional, local, regional, national and global levels. We embrace our role as caretakers of the resources of the institution and society.

### ***Expectations***

As a liberal arts university offering both undergraduate and graduate degrees, Lakeland provides students with an education that is broad in scope, comprehensive in spirit, and focused in at least one area of study. Through its curricular and co-curricular programs, the educational experience is designed to prepare students who:

- communicate clearly in speech and writing;
- think critically and reason intelligently across disciplines;
- have acquired the capacity to solve problems through analysis and evaluation;
- have an understanding of the natural world through scientific inquiry;
- are aware of the historical, social, and cultural forces that shape the United States and the international community;
- have an understanding of Christian religious traditions, the role of religion in society and culture, and religious insights into ethics and values;
- have an appreciation and understanding of how the arts enrich life and contribute to culture; and
- are prepared to contribute to their chosen profession, to participate within their communities, and to continue to seek knowledge throughout their lives.

## GENERAL INFORMATION

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### ***LUJ Faculty & Staff (大学教職員)***

All employees of LUJ are considered university officials. Students are to comply with all reasonable directions and requests of all university officials. This includes the request to present a valid Student ID Card. Members of the faculty have full authority in their respective classes and any such activities related to the instructional process. Verbal and/or physical abuse directed toward any university official will not be tolerated and students committing such offences will be subject to severe disciplinary action.

大学の全従業員は大学教職員であり、学生は教職員による合理的な指示や要求に従うことが義務付けられています。教員はそれぞれの授業、また教育上の活動に関して完全な権限を保有しています。教職員に対する暴言・暴力は容認されず、厳重な処罰の対象になります。

### ***Communication from the University (大学からの連絡)***

Important information and notifications from LUJ will be delivered to students through a variety of platforms:

大学からの重要な情報は、以下の手段で伝達されます。

#### **LUJ E-mail Accounts**

All students are assigned an LUJ e-mail account, and university has the right to communicate with students through these email accounts and the right to expect those communications will be read and responded in a timely manner. Students are responsible for checking their accounts daily, as university officials will use it to send important messages. When the university communicates and announces an important notice, email will only be sent to their LUJ e-mail accounts. The university's email system can be accessed on and off-campus and students may synchronize this email account with their electronic devices.

全ての学生は、大学から割り当てられたメールアカウントに届くメールを読み、迅速に対応することが課せられています。大学からの重要な告知は LUJ のメールアドレスにのみ送信されます。スマートフォンやタブレット等に同期することを推奨しています。メールにて届けられた伝達事項に対する認識不足を理由に自己正当化することはできません。

#### **LUJ Blog <https://luj.lakeland.edu/lcj-blog>**

Information, important reminders and announcements will be posted on the LUJ blog. Students should frequently check the blog to stay up-to-date with University announcements, class updates and helpful reminders.

重要な情報、告知、リマインダーは大学のブログに掲載されます。学生は頻繁にブログをチェックし、最新情報を確認するようにしてください。

#### **Student Resources <http://luj.lakeland.edu/Inside-Lakeland/student-resources>**

Class schedules, calendars, and other useful information for students are posted on the "Student Resources" page of our English website. Please refer to this page as well as the LUJ blog.

英語版ホームページにある"Student Resources"に、クラススケジュール、カレンダー、その他様々な情報が掲載されています。ブログ同様よく確認するようにしてください。

#### **Message Boards**

Message boards set up around the campus display events, announcements, and reminders for students. Students are encouraged to frequently check the message boards when on campus.

学内の掲示板には、イベントやお知らせなどが掲示されています。随時掲示板を確認するようにしてください。

## **Phones**

Phone calls will be used only in situations that require immediate and direct communication with students.

電話は、学生と緊急かつ直接に連絡を取る必要がある場合にのみ使用します。

## **Communication with Family and/or Third Parties (家族や第三者との連絡)**

To protect students' privacy, the university does not disclose information considered as personal information. This can include attendance records, an academic status, grades, credits earned or GPAs, etc. Such information can only be released to a third party, including family members, by the student's written request.

個人情報保護と学生個人の権利保護の観点により、成績、出欠席を含む個人情報は家族に対しても無条件で開示されるものではありません。学生本人が本学指定形式にて特定する第三者への開示請求をした場合にのみ開示されます。

## **Student Identification Cards (学生証)**

All students are provided a Student ID Card at the time they enroll to the university, and are required to carry it at all times. Transferring, lending, borrowing, altering or creating unauthorized versions of university identification is prohibited. Students must present their Student ID Cards if asked by any university officials. Students are required to validate their ID cards in Student Affairs at the beginning of every semester.

学生証は常に携行し、教職員から求められた場合は、速やかに学生証を提示してください。学生証の譲渡、貸与、改変、偽造は禁止されています。各学期開始後に学生課で更新の手続きを行ってください。

## **Student ID Numbers (学籍番号)**

Students will receive two ID numbers: a Lakeland University Japan Campus (LUJ) ID and a Lakeland University Wisconsin Campus (LUW) ID. Academic students will use their LUW ID numbers to register, check grades and other information on My.Lakeland, the main campus online portal for LUW information. All students will need to use their LUW ID numbers when ordering official transcripts.

学生には、LUJ と LUW(ウィスコンシン・キャンパス)の2つの学籍番号が付与されます。LUW ID は、教養課程生が My.lakeland 上で履修登録、成績などの情報を確認する際に、また全学生が成績証明書を取り寄せる際に使用します。

## **Change of Personal Information (個人情報の変更)**

It is important for the university to have students' most up-to-date contact information for communicating, advising, issuing documents, and in the event of an emergency. Students should immediately notify Student Affairs of any personal information changes, including changes in current addresses, home addresses, telephone numbers, marital status, and/or legal name updates.

学生への情報提供、アドバイジング、文書発行、緊急時の連絡等のため、大学は学生の最新の連絡先を保持する必要があります。現住所、帰省先住所、電話番号、氏名等に変更が生じた場合は、直ちに学生課で変更手続きを行ってください。

## **Personal Items & Lost and Found (私物・落とし物)**

Students are urged to always keep their valuables and belongings with them. All items turned in will be kept in the Lost & Found section in Student Affairs. Unclaimed items will be held until the end of the following semester, and they will be disposed and/or donated.

私物・貴重品は常に携行してください。落とし物が届けられた場合、学生課の忘れ物保管所に保管されます。届けられた学期の次の学期末まで保管されますが、それ以降は処分又は寄付されます。

### **Receiving Postal Items (郵便物)**

The university does not accept any personal packages/materials sent to students. All packages/materials addressed to students will be returned to the sender.

学生個人宛の郵便物の収受は行いません。全て発送人に返送されます。

## **FACILITY**

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### **Buildings**

LUJ occupies space in four buildings, Main building and 3 satellite buildings .

Building	Uses
Main Building	Student Lounge, recreational space, counseling room, Student Affairs, Academic Affairs, Admissions Office, library, Learning Center, computer lab, Dean's office and faculty office.
Stephan and Susan Gould Center (SGC)	Classrooms, faculty office, computer lab, Learning Center and study space.
New Valley	Classrooms, office space for faculty and study space.
ELTZ	Classrooms, office space for faculty and computer lab.

### **Campus Hours**

From Monday through Friday, Main Building is open from 8:00 a.m. to 9:00 p.m., Satellite buildings (SGC, New Valley, ELTZ) are open from 8:00 a.m. to 7:30 p.m. Students may enter the main building on specified Saturdays and Sundays from 10:00 a.m. to 5:00 p.m. but they may only use the 4<sup>th</sup> and 5<sup>th</sup> floors of this building. Closed on Holidays.

Campus Hours are updated every month on Student Resources page.

平日の開館時間に関しては、メインビルは午前 8 時から午後 9 時まで、他のビル(New Valley, SGC, ELTZ) は午前 8 時から午後 7 時半までです。大学指定の土日のみ午前 10 時から午後 5 時まで、本館の 4 階と 5 階が使用できます。開館時間は”Student Resources”のページに掲載しております。

### **Reservations of Facilities**

Students can reserve classrooms and student facilities by contacting Academic Affairs. Rooms can only be reserved if there are no classes. Noise must be kept to a minimum.

### **Computer Room (コンピュートールーム)**

The university provides computers for students at several designated locations on campus to use freely at any time while the rooms are available, with printing service available. Computers and network resources should be used only in accordance with university computer use policy.

Students must follow the computer room policy specified below:

- Students must think about others and be considerate of them in this shared facility
- University computers are to be used only for educational purposes
- All data must be saved onto students' personal flash memories or cloud-based services. Data saved onto computer will be deleted
- Downloading any programs without permission from the university is prohibited
- Eating and drinking at computer stations are prohibited
- Students must use only reasonable amounts of printing paper
- Students may be banned from the computer room if they fail to follow the rules.
- Any violation that interferes with the mission or operation of the university or members of the university community will be regarded as unethical and may lead to disciplinary action.

Students should report computer or printer errors or malfunctions by using “Facility & Maintenance Work Orders” under “Inside LUJ” tab on the website.

学内数箇所に設置されているコンピュータールームは開放時にはいつでも使用することができます。上記に記載されているルールに従って利用してください。大学の通常業務及び他学生を含む大学関係者への迷惑行為は懲罰の対象となります。

## STUDENT INFORMATION AND SERVICES

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### **Library**

The library's mission is to provide high quality information and research resources to all students, faculty and staff. The library's collection includes over 150,000 paper and eBooks, hundreds of thousands of online magazine and journal articles, online encyclopedias, current newspapers and magazines, hundreds of DVDs and audio CDs, comic books, and video games, as well as borrowable electronic devices. The library's databases are accessible from any computer.

A full-time librarian is available to help students find information for their research projects. The library also has computer terminals available for online research and other applications in a quiet study area.

### *Check-Out Policy*

- Materials can be checked out by library staff, or by self-checkout for many materials from the librarian. The loan period for library materials is two weeks. Students can borrow up to ten items at once. Reservations for library materials can be made at the library desk. During semester breaks, only books can be checked out by self-checkout.
- If a library staff member is not available, please follow the "self-check-out" instructions and leave the check-out card in the check-out card box.
- Students cannot check out or reserve materials if they have overdue items. Warnings regarding overdue items will be sent to students a maximum of 2 times. If the materials are not returned to the library after the 2nd notice, students will be billed for replacement materials.
- Students can extend loan periods, unless another student has requested the items.
- The library generally makes available a copy of each course's textbook. Reserve textbooks are for in-library use only.
- Instructors often put books or other materials on reserve so that they will be available for specific students. Reserved items must be returned on the same day.
- The librarian has information regarding other libraries in Tokyo with English materials. Libraries with English collections are also listed on the library's website.
- The library welcomes material requests. Please write your suggestions and put them in the "Comments, Suggestions and Recommendations" box, located at the library desk.
- 書籍・CD・DVD・ビデオについては2週間を限度に借りることができ、一度に合計10点までを借りることができます。
- 貸出期間を超え返却されない場合は、他の書籍などを借りることはできません。
- 借りている書籍などの期間を延長したい場合は、元の貸出期限と同じ期間だけ延長することができます。それ以上の延長はできません。
- 長期休暇期間中の貸出は書籍に限りセルフ・チェックアウトでの貸出が可能となります。また、長期休暇期間前に返却期限を迎えていない書籍等は、延長を申し出れば休暇中も継続して借りることができます。休暇中の返却はドロップボックスを利用するか、次の学期開始後にカウンターにて返却してください。
- 借りたい書籍などがすでに貸出されている場合は、予約をすることができます。
- 予約の入っている書籍は貸出期限の延長をすることはできません。
- 貸出期限を越えても書籍などが返却されない場合は、学生と保護者に警告を行います。



- ・ 警告は最大で2度行われ、2度の警告にも関わらず書籍などが返却されない場合は、代替書籍の費用が請求されます。請求額には、書籍などの購入代金、延滞金、送料、手数料が含まれます。

### **Learning Center (ラーニングセンター)**

<i>Weekday Hours:</i>	As posted on LUJ Homepage and on Learning Center schedules in front of each Learning Center
<i>Weekends:</i>	Closed
<i>Locations:</i>	Library, SGC 2 <sup>nd</sup> floor, and Eltz (floor to be determined)

Tutors are available in LUJ's three Learning Center locations to help students improve their writing, language, and math skills, and to assist them in better understanding the subjects they are studying. The Learning Center is the place to obtain assistance and guidance in becoming a more successful student. Tutors are accomplished students who have generally received an A in any subject they are tutoring. Students are guided to better writing and study skills by tutors who have already excelled in these subjects and will gain the ability and confidence to write better, solve math problems, and engage the critical thinking issues particular to each subject. A primary goal of the Learning Center is to show students how to improve their own study and writing skills. Students learn successful study practices by working with tutors through proven methods of writing and study. Tutoring is free of charge. Appointments can be made by signing up on the schedule at each Learning Center location. Students without an appointment may receive assistance if the on-duty tutor is not otherwise engaged. A tutoring session lasts for 30 minutes unless the tutor is free to continue the session and no other students are signed up for the following opening.

LUJ ラーニングセンターでは学生の学術スキルアップのサポートを行っています。各教科を担当する学生チューターは成績優秀者のみを採用しています。ラーニングセンターは学生自身が効果的なスキルアップ法を身に着けることを目標としています。チュータリングセッションは無料です。各ロケーションにあるスケジュールにサインアップをすることで1セッション30分の予約ができますが、当日チューターに他の予約が入っていなければ延長することも可能です。

### **Counseling Services (カウンセリング)**

LUJ offers a variety of counseling services to students, ensuring everyone has access to such support.

大学では、学生支援のためにさまざまなカウンセリングを用意しています。

#### **Academic**

The first and most important source of academic advice is the student's academic advisor.

Students can meet with their advisors or EAP coordinator to discuss course registration, degree requirements, and short/long-term goals.

アカデミックアドバイスの中でも最も重要なのは、アカデミックアドバイザーによるアドバイスです。履修登録、学位取得のための条件、目標等について、学生は各自のアドバイザーやEAP コーディネーターと話し合います。

#### **General Student Life (学生生活全般)**

To keep students on track to graduation and assist students in leading a life of success and fulfillment, the office of Student Affairs offers counseling to help students connect to existing university resources (academic, health, financial, student organizations, etc.), reinforce study habits that lead to successful collegiate level performance, and encourage students to become actively engaged in all facets of the university experience.

学生課では、学生が卒業に向け充実した生活を送れるようにカウンセリングを行っています。大学のリソース（アカデミックに関すること、健康や金銭面に関すること、学生の組織するグループなど）についての情報提供、学業向上に向けた学習習慣の強化支援、大学の様々な行事への参加奨励など、学生と大学とを結ぶ役割を果たしています。

### **Professional (専門カウンセラー)**

LUJ offers professional counseling for students who may be experiencing stress, family or personal issues, as well as emotional and psychological difficulties. The professional counselor is available once a week for counseling sessions, which will remain confidential.

Hours: Wednesdays 11:00 am to 4:00 pm (These hours may change)

Location: Main Building, 3rd Floor Counseling Office

Appointments: First appointments should be made through Student Affairs. Students may contact the counselor directly after their first session. Student may also visit the counselor if her door is open.

ストレスや家族・個人の問題を抱えている学生、情緒的・心理的な不安を抱えている学生に対して、大学では専門家によるカウンセリングを提供しています。カウンセラーと話した内容はすべて秘密厳守されます。毎週水曜日午前 11 時から午後 4 時までの間、本館 3F のカウンセリングオフィスにて行われます。初回の予約は学生課を通して行ってください。2 回目以降は直接カウンセラーに連絡してください。

### **Student Affairs (学生課)**

Student Affairs is designed to work with all students to support a high quality of academic, social, and campus life. As the initial contact point for students, this office provides a variety of information and services for the university.

学生課では、全ての学生が充実した学生生活を送れるよう、大学に関する様々な情報とサービスを提供しています。

The following services are available in Student Affairs

- General assistance for all students (学生生活サポート)
- Student ID issue and renewals (学生証発行と更新)
- Student record updates (personal contact information, emergency contacts, etc. (住所変更等)
- Visa and housing support for international students (留学生サポート)
- Sessions for current students (各種セッション)

### **Academic Affairs (教務課)**

The following services are available in Academic Affairs.

- Information on course offerings and class registration, including adding, dropping, withdrawing from a class
- Information regarding the student's personal academic record, including: evaluation of transfer credit, graduation evaluations and grade-point-averages (GPA).

### **Student Government Association (SGA)(学生校友会)**

The SGA is a student-led association that works together with the university in providing various extra-curricular activities offered for the LUJ community. SGA hosts and promotes both traditional and unique events, manages the SGA budget, and oversees student clubs. Becoming an SGA member is an excellent opportunity for motivated students to give back to the LUJ community by not only becoming a voice for their fellow students, but a liaison between them and the rest of the university. A great emphasis is also placed on listening to students and ensuring a university climate that is conducive to student satisfaction. All SGA candidates and current members are required to maintain a minimum GPA of 2.0 at all times. For more information, please send an e-mail to our current SGA at [sga@japan.lakeland.edu](mailto:sga@japan.lakeland.edu)

SGA は、大学と連携して大学コミュニティ内の様々な課外活動を実施している学生主導のグループです。多様な行事の主催、SGA 予算の管理、クラブ活動の管理等を行っています。

### ***Student Ambassadors Scholarship (SAS)***

The SAS is a service-based leadership scholarship for students currently in LUJ's full-time Academic(A.A. degree) program, who are dedicated to serving and representing LUJ and its students. Recipients of this scholarship will receive tuition coverage based on a number of credits determined by the scholarship committee (maximum twelve credits of scholarship coverage). The Student Ambassador Scholarship is renewable up to a maximum of three semesters for those who wish to reapply and are selected.

Becoming a Student Ambassador is an excellent opportunity for motivated students to gain leadership skills, learn to work independently and with university employees, engage with their fellow classmates, and help create a campus environment that benefits the entire LUJ community. Additionally, employers, colleges and universities are always looking for more than just good grades from students. Real experience and one's own personal growth are also benefits of becoming a Student Ambassador.

For further information such as application process and requirements of becoming an SAS member, please check our English website.

(<https://luj.lakeland.edu/Financial-Aid/student-ambassador-scholarship>)

### ***Financial Aid***

Student financial aid information is available in the Financial Aid Office at the main campus. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m. in Wisconsin time. Call the Financial Aid Office at 920-565-1032 Ext. 2372 or [finaidofs@lakeland.edu](mailto:finaidofs@lakeland.edu) for assistance.

### ***Student Employment (学内バイト)***

On-campus student employment information, job descriptions, and position openings are available on the blog. To be eligible for on-campus positions, students are required to have a minimum 2.0+ from most recently completed semester, and maintain an overall 2.0+ GPA. For students with a school sponsored visa, the university follows Japanese immigration policies regarding the maximum number of hours per week (28 hours during the term, 40 hours in between terms) he/she may work.

学内バイトの種類、募集の詳細についてはブログにて案内しています。GPAは学期成績、総合成績ともに2.0以上であることが採用条件になります。学生ビザを保有する留学生の勤務時間は、入国管理局の法令に基づき学期中は週28時間、休暇中は週40時間以内となります。留学生の労働条件に関しては、学生課に相談してください。

### ***Health Services***

Students in need of help finding and receiving medical attention may contact Student Affairs. Additionally, recommended hospitals / clinics with English services are available at Student Affairs. Please refer to Emergency and First Aid section for detail.

医療機関を探す必要が生じた場合は学生課に相談してください。

### ***Internet / WiFi \****

All students will have access to free school-wide WiFi. Students may connect WiFi to their laptops, tablets, smartphones, and any other devices. Several online resources, such as Google Apps for Education (e-mail, calendar, cloud drive, office suite web apps and more), Blackboard (a powerful online education suite), and online access to a number of library databases are available for all students. A password is required and available at Student Affairs.

学内のWiFiパスワードは学生課にお問い合わせください。

## Certificates / Documents (証明書)

### Transcripts (成績証明書)

A University Transcript is a record of a student's academic progress including grades and credits earned at the University. Transcripts are considered confidential and cannot be released to third parties without the written permission of the student.

How to obtain: An official transcript can be ordered by an online system with a credit card and will be sent from the main campus. Instructions on how to order an official transcript are available in English and Japanese at <http://luj.lakeland.edu/Inside-Lakeland/student-resources>.

成績証明書の内容は保護されているため、学生の書面による同意なしには家族を含む第三者に開示されることはありません。レイクランド大学本校のウェブサイトよりオンラインを利用して発行申請ができます。申請方法については英語版、日本語版のマニュアルが上記リンク先より取得可能です。支払いはクレジットカードのみとなりますのでご注意ください。

### Documents (証明書)

Following documents are available to request at Student Affairs.

Type of Certificate	Number of Issuing Days	Cost
在学証明書 Verification of Enrollment Status	1 day	¥200
在学期間証明書 Verification of Enrollment Period	1 day	¥200
卒業見込証明書 Verification of Expected Date of Graduation	1 day	¥200
学費納入証明書 Certificate of Payment	10 day	¥700
学生割引証明書 Student Traveling Discount Certificate	1 day	¥200
学生証再発行 Student ID Card	1 day	¥700
学生証裏面シール Back Sticker of Student ID	1 day	¥200
シラバス Syllabus Copy	1 day	¥200

Payment for the above documents must be paid in advance. Additional charges will apply if the certificate needs to be prepared by rush order. Rush order is acceptable until 2 p.m.. PDF and/or paper duplicates of these certificates will cost an additional ¥200.

全て前払い制です。即日発行が可能な書類のみ 2 時まで申請があれば追加 200 円にて対応します。PDF へのスキャン、複数部発行の場合は都度 200 円が加算されます。上記以外のもの、あるいは詳細については学生課にて相談してください。

Any outstanding payment must be cleared prior to the order of transcripts and/or other documents.

未納付の学納金がある場合は大学より発行する様々な書類の申請ができません。

## POLICIES AND PROCEDURES

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### Enrollment Policies (学籍規定)

Please refer to *Academic Handbook* and *EAP Handbook* for each program's original policies.

### ***Payment Policy & Refund Policy (学費納入)***

The payment of tuition and fees help to cover the costs for facilities, instructional and non-instructional salaries, equipment and other services associated with Lakeland's educational and extra-curricular programs. Tuition charges are based upon the program in which the student is enrolled.

Students must pay all tuition and school fees by the specified deadline. Failure to do so will result in Administrative Drop of courses, restriction of class registration for the future term, loss of enrollment status, and the withholding of student records. All tuition and fees are non-refundable.

授業料、教材費、TOEFL テスト代、諸費等の納入は事前に請求明細書を送付し、指定期日に登録口座から振替します。または特別な事情により口座振替登録ができない場合のみ、本学指定の銀行口座への振込みを受け付けます。現金での支払は受け付けておりません。

期日までの振込、引落が完了されない場合、英語研修課程では進級不可措置、教養課程では履修登録の取り消しが行われます。期日に間に合わない場合は必ず大学へ相談してください。未納付の学納金がある場合は大学より発行する様々な書類の申請ができません。学納金の返還は一切いたしません。定められた期間内に学費等の納入をせず、連絡もない場合は大学からの書面通知後、在籍を認める最終学期に遡って除籍します。

### ***Student Records***

Students' records are disclosed without the student's consent to school officials who demonstrate a need to know. A school official is a person employed by the university in an administrative, supervisory, academic, or support position (including security personnel and student life staff); or a person or company with whom the university has contracted. A school official meets the definition of a need to know if review of the student's education record is necessary to fulfill his or her professional job responsibility.

学生個人の情報は、正当な教育的見解に基づいた範囲に限り学生の同意なしに大学職員及び大学と契約関係にある個人または企業に開示されます。

個人情報保護と学生個人の権利の観点により、成績、出欠席を含む個人情報家族に対しても無条件で開示されるものではありません。学生本人が本学指定形式にて特定する第三者への開示請求をした場合にのみ開示されます。

### ***FERPA***

The Family Education Right to Privacy Act (FERPA) is a U.S. federal law (also referenced as the Buckley Amendment) designed to protect the education records of students at all educational levels. In the university setting, it gives the enrolled student, regardless of age, control of their records held by the university. Students have certain rights with respect to their education records. Please refer to our English website for the detailed information. (<http://luj.lakeland.edu/images/acadprog/FERPA.pdf>)

### ***Parental Notification***

University reserves the right to contact the parent(s) and/or legal guardian(s) to disclose information about any violation of law or any university policy governing the use or possession of alcohol or drugs. The decision to contact a parent or legal guardian will be based on the school official's review of an incident(s) for pattern or severity.

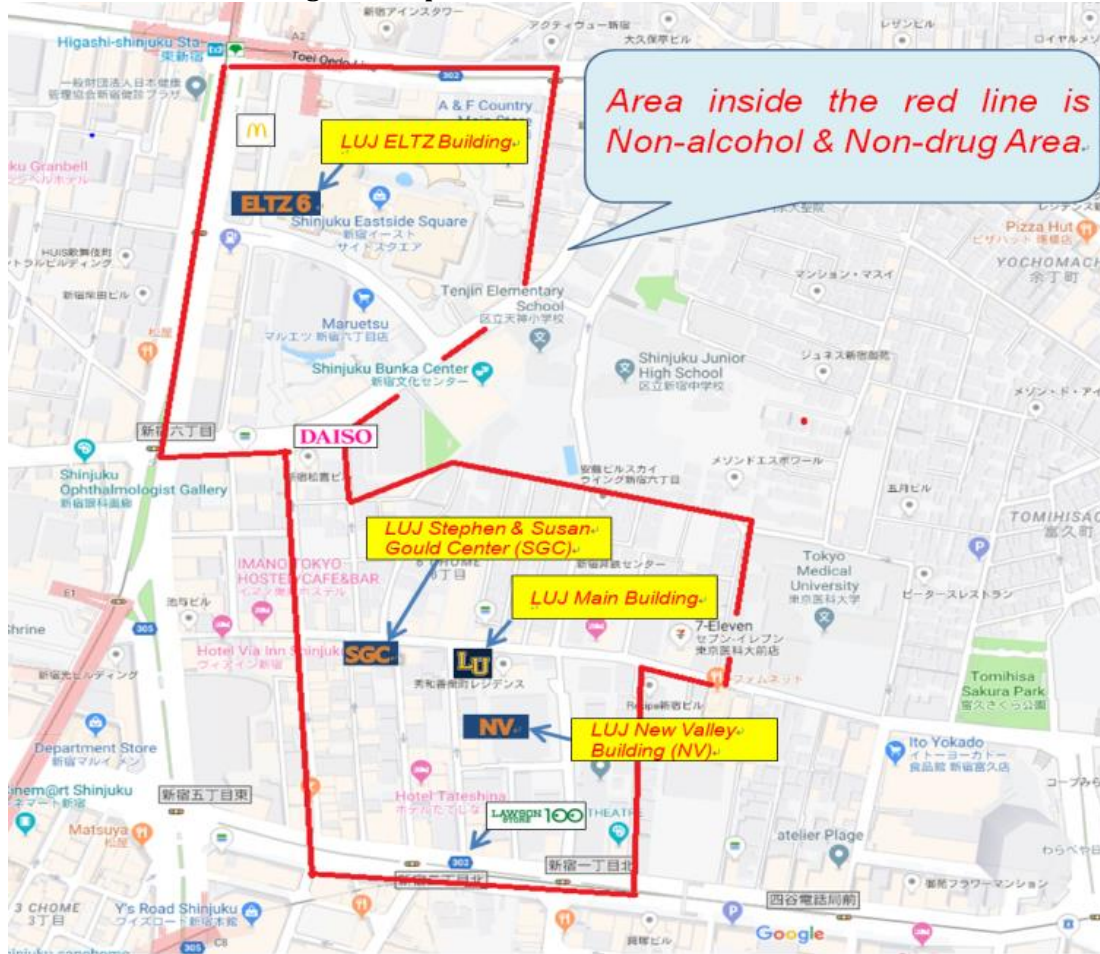
### ***Classroom Behavior***

No student may unreasonably interfere with another's right to read study or learn in the classroom environments. An instructor has the right to ask a student who is disruptive to leave a class immediately and not return until the matter has been resolved. Students need to follow classroom educate guidelines found in the syllabi of the instructors. Students should not leave classrooms prematurely or take unauthorized breaks.

### **Alcohol & Drug Use Policy Notice**

Alcohol and drug consumption in and around all LUJ facilities is strictly prohibited. Drug use including marijuana is prohibited by Japanese law. Students using drugs may be reported to the legal authorities and; resulting in potential arrest and imprisonment. Entering a LUJ facility under the influence of alcohol and/or drugs is also prohibited. All school officials are authorized to report students under the influence of alcohol, and physical evidence is not necessary. Any violation of policy results in appropriate sanctions. Please refer to the “STUDENT CONDUCT POLICIES AND PROCEDURES” for details.

### **<Non-alcohol & Non-drug area map>**



### **Smoking Policy**

All buildings on the LUJ campus are smoke and tobacco free. The university reserves the right to ask people to refrain from smoking or using tobacco. Should the person refuse to do so, the university has the right to ask that person to leave the premises. Violations of this policy may also result in disciplinary action, up to and including suspension and termination of enrollment from the university. Littering and smoking on the street are forbidden throughout Shinjuku City in accordance with the applicable ordinance. Please smoke in designated smoking areas.

## Communicable Disease Policy

Students who have been diagnosed with an infectious disease under the School Health Law need to notify the instructors immediately. Absences directed by medical doctors and the law are subject to be excused. The university reserves the right to require an individual to obtain medical evaluation. 学校保健安全法に定められた感染症に罹患したときは医療機関で受診し、速やかに担当教授へ報告してください。医師の指示に従い出席を停止し、復帰後に欠席免除の手続きを行ってください。 ※診断書等証明書提出が必要になる場合もあります。

学校保健安全法に定められた感染症 (Infectious Disease as defined in the School Health Law)

Name of disease 病名	Standard period of Suspending attendance(Approximate)
Influenza インフルエンザ	At least 5 days since the onset of symptoms and 2 days since the fever subsided. 発症した後5日を経過し、かつ、解熱した後2日を経過するまで
Pertussis (Whooping cough) 百日咳	Until the condition has subsided or the patient has completed the appropriate treatment of Antibacterial products for 5 days. 特有の咳が消失するまで又は5日間の適正な抗菌性物質製剤による治療が終了するまで
Measles 麻疹 (はしか)	3 days since the fever subsided. 解熱した後3日を経過するまで
Mumps 流行性耳下腺炎(おたふくかぜ)	5 days since the onset of swelling (of the glands), or the patient's overall condition (and glands) have returned to normal. 耳下腺、顎下腺又は舌下腺の腫脹が発現した後5日を経過し、かつ、全身状態が良好になるまで
Rubella(three-day measles) 風疹 (三日ばしか)	Until rashes have subsided. 発疹が消失するまで
Chicken pox 水痘(水ぼうそう)	Until all rashes scab over. すべての発疹が痂皮化するまで
Pharyngoconjunctival fever (Pool fever) 咽頭結膜熱 (プール熱)	2 days since the major symptoms have subsided. 主要症状が消退した後2日を経過するまで

Not able to return to campus until it has been determined that there is no further risk of infection by a School Physician or other Doctor.

以下の病気に関しては、病状により学校医その他の医師において感染のおそれがないと認めるまで。

- Tuberculosis 結核
- Meningococcal meningitis 髄膜炎菌性髄膜炎
- Cholera コレラ
- Bacillary dysentery 細菌性赤痢
- Enterohemorrhagic Escherichia coli (O-157 etc.) 腸管出血性大腸菌感染症 (O157 他)
- Typhoid 腸チフス
- Paratyphoid パラチフス
- Epidemic keratoconjunctivitis 流行性角結膜炎
- Acute hemorrhagic conjunctivitis(Pink eye) 急性出血性結膜炎
- Other infectious disease (Epidemic vomiting, diarrhea, Streptococcus hemolyticus infection, Mycoplasma pneumonia, Hand-foot-and-mouth disease, EV virus infection and so on)  
その他の感染症 (流行性嘔吐下痢症、溶連菌感染症、マイコプラズマ肺炎、手足口病、EBウイルス感染症など)

### ***Class Cancellation / Delays Due to Weather and Traffic Interruptions***

Inclement weather, train delays/cancellations, and other unforeseen conditions can lead to delays or even class cancellations. All cancellation decisions will be posted on the LUJ blog and/or sent to students' LUJ email accounts as early as possible. Students are urged to check the blog and LUJ e-mail accounts to stay updated.

自然災害（台風・大雪・地震等）や交通機関のストライキ及び何らかの理由により交通機関が不通の場合で、学生が登校できない状況、または学生が登校を控えるべき状況であると大学が判断した場合には休講とします。告知はブログまたはメールで行われますので、随時確認をしてください。混雑が予想されるため、やむを得ない場合を除き大学への電話連絡はお控えください。

### ***Equal Opportunity Policy***

LUJ provides equal educational and employment opportunities regardless of gender, age, religion, nationality or ethnic origin, maternal/paternal status, sexual orientation, physical handicap, and veteran status. It does not discriminate in administration of educational or admissions policies, scholarship and loan programs, extra-curricular events, hiring, promotion, retention, or any other university activities. Students who feel they have been denied equal opportunity may bring their concerns to the Dean.

### ***The Policy for Students with Disabilities***

LUJ's policy is to assist students with disabilities as much as is reasonably possible to achieve academic success and to actively participate in university life. Students at the Japan campus, who have a need for disability-related accommodations, should inform the dean of this campus. Students should make requests in a timely manner and attach the appropriate documentation in accordance with government and university guidelines. If the accommodations request is approved, the Japan campus will provide, to the extent it is able, accommodations and services to approved applicants. The accommodations that are offered may be limited by the resources available at the Japan campus.

Accommodation is meant to assist those who need it, but students need to meet the basic criteria of the classes in which they are enrolled. LUJ cannot compromise academic standards by allowing excessive leeway in meeting the standards of the university. Students with accommodations still need to attend a majority of the classes, turn in assignments within reasonable deadlines and adhere to other course requirements.

Students can obtain application forms from the Dean's Office. All students are given equal access to the programs, services and activities of the university.

本学は障害のある方々が大学生活を達成、成功できるためのサポートを提供しています。この特別支援を受けるためには、当該学生がその旨を大学に報告し、大学教育上で必要な能力を補償するための配慮を大学に申請します。同時に担当の主治医または臨床心理カウンセラーから障害証明書および関連資料をレイクランド大学障害支援審査委員会に提出後、その必要性が認められた場合のみ状況に応じて支援を行うというものです。詳しくは学生課までお問い合わせください。支援内容は可能な範囲で行います。特別支援を受ける学生に求められる学術的基準は変わらず、ほぼ通常通りに出席することや提出期限を守ることが求められます。申請書は学部長のオフィスで受け取ることができます。

### ***Social Networking Website Policy***

Social networking websites such as Facebook and Twitter are not confidential and the university may use information from these sites to investigate matters that are brought to its attention.

フェイスブック、ツイッター等の SNS にて公開されている情報は大学の調査に使われることがあります。



### ***Parking Policy***

LUJ does not provide any official parking space for students. Students cannot park any type of vehicle on and around campus property including bicycles. Violation of this policy may result in disciplinary action or even removal of the vehicle from campus property at the expense of owner. 駐車・駐輪場は設置されていません。自転車、オートバイを含む車両の大学構内、大学近隣の駐車・駐輪行為は禁止されています。違反した場合は懲罰の対象となります。

### ***Posting and Advertising Policy***

Students are permitted to display approved announcements in designated areas.

The following rules apply:

- Flyers and posters must have an approval stamp by Student Affairs.
- Students should get approval for the size (A4 or smaller in size), number of sheets, and duration of posting.
- Posters are only allowed to be put on the message boards. Posting is prohibited on walls, doors, windows, inside classrooms and elevators, or any other locations not approved by Student Affairs.

Posting announcements referring to for-profit solicitation, religious or political organizations, alcohol and illegal activities is not permitted.

学生課よりサイズ、枚数、掲示期間の承認を受けた掲示物のみ指定された場所に掲示することができます。壁、ドア、窓、教室内、エレベーター内、その他学生課が承認しない場所への掲示及び、営利目的の勧誘、宗教・政治団体に関するもの、アルコールや違法行為に関するものは一切禁止されています。

### ***Student Feedback***

Students can access an online form to submit feedback to the university under the “Current Students” tab of the main website. Feedback can be submitted anonymously; however, completing all the fields will help ensure feedback is directed to the proper university officials.

フィードバックの提出は大学英語版ホームページより受け付けています。匿名での投稿も可能ですが、より具体的な内容把握がより正確な対応に繋がるため、できる限りの回答をお願いしています。

## **STUDENT CONDUCT POLICIES AND PROCEDURES**

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### ***Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (Title IX Policies)***

#### **Policy Statement**

The university insists on an environment free from implicit and explicit coercive sexual behavior used to control, influence or adversely affect the well-being of any member of our community. Sexual harassment of any individual is inappropriate and unacceptable and will not be tolerated.

#### **The Law**

Gender discrimination and sexual harassment are prohibited by Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964. Such behavior also requires the university to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 (VAWA) and the Clery Act.

## Policy Application and the University Community

This policy affects all relationships within the university community to include:

- Faculty and staff conduct towards students;
- Student relationships with other students;
- Supervisor conduct towards employees;
- Student conduct toward faculty or staff;
- Conduct between members of different sexes;
- Conduct between members of the same sex; and
- Conduct towards a person outside of the university community (third parties).

This policy refers to prohibited conduct committed by or against students, employees or third parties when:

- the prohibited conduct occurs on university grounds or other property owned by the university;
- the prohibited conduct occurs in the relation to university employment, educational program or activity including university sponsored study abroad, research, on-line, or internship programs;
- the prohibited conduct occurs outside of the university but has the potential to have adverse effects for students, employees or third parties while on university grounds or other property owned by the university.

## Sexual Misconduct Statement

Sexual Misconduct is a range of behaviors including, but not limited to sexual assault, intimate partner violence, stalking, retaliation, sexual or gender-based harassment, complicity, sexual exploitation. Students are subject to criminal statutes and various federal, state, Japanese and local laws which regulate civil conduct including sexual misconduct. The university is also bound by and supports all applicable laws. Consistent with the law, LUJ intends to provide a safe and welcoming campus environment. There are instances where conduct or content of a sexual nature is a legitimate part of the curriculum, whereas the same conduct might be sexual harassment in another context. Reports of sexual misconduct will be taken seriously and incidents will be responded to appropriately and in a timely manner.

## Reporting and Confidentiality

The university will make all reasonable attempts to protect the identity of persons who report having been victims of sexual assault, intimate partner violence, stalking, retaliation, sexual or gender-based harassment sexual exploitation. **Reporting individuals should be aware the university's confidentiality and mandating reporting obligation in order to make informed choices.** "Confidential employee(s)" such as the campus counselor offer confidentiality without the obligation to inform anyone unless the complainant wants them. Other university faculty and staff are considered "mandatory reporters" and must inform a Title IX team member. It is important to note the complainant still maintains the choice of whether or not to file an official report with law enforcement or campus officials. If a complainant decides not to pursue the case through the university's judicial system, the university may decide to pursue the case if they feel campus safety is a concern. Information regarding the case will only be told to individuals with a need to know.

## Reporting Your Assault to LUJ

- To report issues of sexual misconduct, please inform any faculty or staff member the student is comfortable with. Following the initial contact, the faculty or staff member will inform a member of the Title IX team.

## **Reporting Sexual Misconduct**

- If you feel you are or have been the victim of sexual misconduct do the following;
  - Report the incident to a mandatory reporter (see “mandatory reporters” below),
- \*If you wish to report sexual misconduct and wish to have the incident remain confidential, report the incident to a confidential employee (see “confidential employees” below);
- If applicable do not disturb any evidence; this includes bedding, clothing, e-mails, texts or anything that may assist in an investigation.
  - If sexually assaulted, do not shower, wash yourself or go to the bathroom. It is advised to get medical attention at a hospital.

When a student reports a violation of the sexual misconduct policy, the university will investigate by conducting a Title IX investigation. Title IX team will consult with the complainant about his/her wishes regarding how the investigation should proceed; the university may investigate even if the complainant decides not to participate. There is no statute of limitations for university complaints, but potential complainants are reminded that the university’s ability to effectively investigate complaints can be impaired or negated as time passes. All reports of sexual assault/misconduct are kept on file for use in reports required by the Clery Act (<https://lakeland.edu/security>). Reported incidents will show up in campus crime statistics without identifying the person filing the report.

## **Mandatory Reporters**

Any university employee including faculty and staff are mandatory reporters. If an accused is a LUJ student, mandatory reporters will ensure a report is filed when they are made aware of an alleged incident of sexual assault/misconduct. A report is written documentation of sexual misconduct. It contains the name(s) of those involved, the date, time, and location of the alleged event, and a short written summary of what is reported.

**Mandatory reporters are required to file a report to Title IX team if told about sexual misconduct/assault.** The information remains confidential until a victim chooses to pursue conduct or police action. LUJ will assist the victim of a sexual assault in changing their academic and living situation upon request, if the change is deemed necessary. Lakeland’s disciplinary proceedings are detailed in this Student Handbook. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought about from an alleged sexual misconduct incident. LUJ may impose sanctions ranging from probation to permanent dismissal from the university.

## **Confidential Employee(s)**

LUJ provides a trained counselor on campus who can legally keep a sexual assault discussion confidential. This gives the complainant complete control over her/his decisions to report. The counselors will supply students with information regarding medical care and counseling options.

## **Off Campus Resources and Reporting Options**

LUJ recommends that students filing a complaint have a staff member or a friend with her/him when a report is made to the police. Consultation with a lawyer is the best way to learn about this option.

## **Protection from Retaliation**

All members of the Lakeland community have the right to raise concerns or a complaint of sexual misconduct without fear of reprisal. Retaliation against any person related to any portion of this policy may result in severe disciplinary action ranging from probation to dismissal. Retaliation against any person who is the alleged victim of sexual misconduct is strictly prohibited.

**If the accused is a faculty or staff member:**

In cases of personal harassment, sexual assault or sexual misconduct by staff or faculty members toward students, the case is referred to the Dean and the General Manager.

**Possible Sanctions and Outcomes**

If it is more likely than not sexual misconduct has happened (in other words, if the preponderance of the evidence suggests that misconduct occurred), a student will be found responsible for violating university policy and the judicial officer will consider a range of sanctions and outcomes. Disciplinary sanctions possible for a person found responsible of violating the sexual misconduct policies include but are not limited to: counseling, Probation, Suspension, removal from campus, Dismissal.

When determining an appropriate sanction, the TitleIX team will consider the sexual assault or misconduct complaints as a whole, the disciplinary background of the accused individual(s), and the totality of the circumstances, including the nature of the conduct and the context in which it occurred.

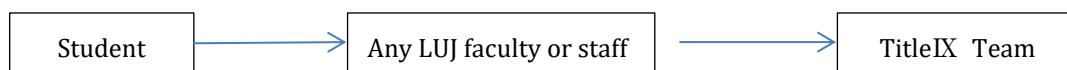
**TitleIX Case Procedures**

1. Persons concerned

- TitleIX team : Assigned members who investigate TitleIX cases
- Mandatory Reporters(\*) : Any university employee including faculty and staff
- Confidential employee(s) : Campus Counselor

(\*)Mandatory reporters are required to file a report to TitleIX team if told about sexual misconduct/assault.

2. Reporting line



Note: If students wish to keep the incident confidential, they need to go to “Confidential employee(s).” If there is no preference, please report to one of the Student Affairs officials.

**Disciplinary Policies**

Conduct which is incompatible with the university community and therefore disruptive of the academic environment shall be subject to disciplinary action. To help students, the university community has established policies for behavior to ensure that a healthy environment for living and learning exists. Students are responsible for the policies that are defined in this handbook. Procedures do not relate to specific types of misconduct but depend on the magnitude of the offense. All the disciplinary actions will be recorded digitally by Student Affairs.

**Prohibited Actions**

The following actions are prohibited, and violators may be subject to sanctions:

- **Aggravated Assault.** Examples include: assaults or attempts to kill or murder; poisoning including the use of date rape drugs; assault with a dangerous or deadly weapon; maiming; mayhem; assault with explosives and assault with disease
- **Aiding and Abetting.** Assisting, hiring, or encouraging another person to engage in a policy violation.
- **Alcohol & Drug Use.** Alcohol and drug consumption in and around all LUJ facilities is strictly prohibited. Entering a LUJ facility under the influence of alcohol and/or drugs is also prohibited. Please refer to the Non-alcohol & Non-drug area map in the “Alcohol & Drug use Police Notice” section.
- **Arson.** Arson is any willful or malicious burning or attempt to burn, with or without intent to

defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

- **Bodily or Mental Harm.** The following behaviors are prohibited: Intentionally inflicting mental or bodily harm upon any person; taking any action for the purpose of inflicting mental or bodily harm upon any person; taking any reckless, but not accidental, action from which mental or bodily harm could result to any person; causing a person to believe that the offender may cause mental or bodily harm; and/or any act that demeans, degrades or disgraces any person. "Any person" as used in this section may include oneself.
- **Burglary.** Burglary is the unlawful entry of a structure to commit a felony or a theft.
- **Campus Demonstration.** The following are prohibited: Participation in a campus demonstration which disrupts the normal operations of the university and infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which reasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- **Community Misbehavior.** An action or conduct that is considered inappropriate or improper in a community setting is prohibited and may result in disciplinary action.
- **Damage to Property / Vandalism.** Students are expected to respect the property of others, including that of the university. Intentionally or recklessly damaging, destroying, defacing or tampering with university property or the property of any person is prohibited.
- **Discrimination.** Intentional discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status, gender identification, or sexual orientation except where such distinction is required by law is prohibited.
- **Disorderly Conduct.** Disorderly conduct is disturbing the peace and good order of the university. Prohibited behaviors include, but are not limited to: fighting, quarreling, disruptive behavior, indecent behavior, public urination and/or lewd behavior. This includes violating quiet hours.
- **Disruption/Obstruction.** Obstructing or interfering with university functions of any university activity to include, but not limited to: the obstruction of teaching, research, administration, disciplinary proceedings, and other university activities, including its community service functions on or off campus, or other authorized non-university activities, when the act occurs on university premises is prohibited.
- **False Report of Emergency.** Causing, making, or circulating a false report or warning of a fire, explosion, bomb, policy violation, crime, or other catastrophe is prohibited.
- **Falsification of Records.** Altering, tampering, forging or knowingly using falsified documents or records of the university; being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any university proceeding or to any university official is prohibited.
- **Fire Safety.** All persons must evacuate the building when a fire alarm sounds. Any person not complying with evacuation procedures is subject to disciplinary action including a possible fine.
- **Forcible Entry or Trespass.** Forcible or unauthorized entry to any building, structure or facility and/or unauthorized entry or use of university grounds is prohibited.
- **Harassment.** Any speech, action, or behavior enacted with negative intent that is focused on any individual or group based on the individual's or group's gender, gender identity, race, sexual orientation, religion or ethnicity is a form of harassment and will not be tolerated.
- **Hate Crime:** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.
- **Hazing.** Defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is prohibited.
- **Misuse or Abuse of Computers/Electronic Devices.** Misuse of any computer, computer system, electronic device, service, program data, network, cable television network, or communication network is prohibited. Also to include but is not limited to: unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer

of a file; unauthorized use of another individual's identification and/or password; use of computing facilities to interfere with the work of another student, faculty member, or university official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with normal operation of the university computing system.

- **Misuse of Identification.** Transferring, lending, borrowing, altering or unauthorized creation of university identification is prohibited.
- **Misuse of Safety Equipment.** Unauthorized use or alteration of fire-fighting equipment, safety devices or other emergency equipment is prohibited.
- **Sexual Assault/Sexual Misconduct/Harassment.** Any violation specified under the university's sexual assault or harassment policy is prohibited. (Please refer to the "Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence" section for details.)
- **Smoking.** All buildings on the LUJ campus are smoke and tobacco free. Littering and smoking on the street are forbidden throughout Shinjuku City in accordance with the applicable ordinance.
- **Unauthorized Use of University Keys.** Unauthorized use, distribution, duplication or possession of any key(s) issued for any building, laboratory, facility, room, or other university property is prohibited.
- **Unauthorized Use of Property or Services.** Unauthorized use of property or services, unauthorized possession of university property, or the property of any other person or business is prohibited.
- **Violation of Any LUJ Policy.** Violation of any policy outlined in any university publication is prohibited.
- **Violation of Criminal Law.** Alleged violation of any criminal law where the student's conduct interferes with the university's exercise of its educational objectives or responsibilities to its members is prohibited.

### **Authority of University Officials**

All faculty and staff members of LUJ are considered university officials. Students are to comply with all reasonable directions and requests of all university officials. This includes the request to present a valid Student ID Card.

Members of the faculty have full authority in their respective classes and any such activities related to the instructional process. Verbal and/or physical abuse directed toward any university official will not be tolerated and will be subject to severe disciplinary action.

### **Reporting Lines**

Any alleged cases are to be reported to [studentaffairs@japan.lakeland.edu](mailto:studentaffairs@japan.lakeland.edu). Once the cases are reported, Student Affairs will contact the persons concerned for an Administrative Hearing.

Note: **TitleIX cases should follow a different reporting line from other disciplinary actions.** Please refer to "Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (TitleIX Policies)" for the details.

### **Hearing and Decision Making Procedures**

#### **1. Administrative Hearing**

An administrative hearing conducted by a Student Affairs Official is the most common way a student conduct case is adjudicated. During the hearing, the student will have the opportunity to hear and present information pertaining to the alleged policy violation. If a student decides not to schedule a hearing or to attend a scheduled hearing, a determination is made without the student's input and the student's right to appeal is forfeited.

#### **2. Judicial Board**

In cases where the sanction for the offense may result in dismissal from the university or the student has legitimate claims that the hearing officer may be biased toward the accused or the accuser, a Student Affairs Official may decide it is in the best interest of the student or the community to have the case heard before a judicial board. The LUJ judicial board consists of

the General Manager, one faculty member and one staff member. Student Affairs will act in an advisory capacity. If a student decides not to schedule a hearing or to attend a scheduled hearing within 5 working days of notification, a determination is made without the student's input and the student's right to appeal is forfeited.

### **Judicial Board Hearing Procedures**

The following procedural guidelines shall be applicable in disciplinary hearings:

- All charges shall be presented to the accused student in written form.
- The hearing may be recorded. The recording will be kept in the sole possession of the chief judicial officer. Outside recording devices will not be allowed. The chief judicial officer will retain all tapes and materials until the case is finalized. Under normal circumstances, materials are destroyed and the tapes erased following the completion of all processes.
- The board will impose sanctions if a violation is determined to have occurred.
- Written notification of the decision will be sent to the student.
- A petition to appeal the decision must be submitted to the designated student affairs representative within seven days of the official notification of the decision.
- The proceedings of the judicial board and all facts related to the case are considered confidential.

### **Possible Sanctions and Outcomes**

The purpose of the sanction(s) is to facilitate change in the student's behavior so he/she can function positively within the LUJ community. The purpose of a sanction is to educate and communicate that such behavior is not tolerated by the LUJ community. Recorded previous violations may influence the imposition of the following sanctions:

1. **Official Warning.** An official warning is a written description of the student's misconduct with the understanding that this type of behavior is inappropriate and violates the basic expectations of students as set forth by LUJ. Furthermore, that further misconduct will result in more severe disciplinary action. The official warning will be placed in the student's file and will be taken into consideration should there be any further behavioral violations.
2. **Suspension from School Events and Activities.** Students may not attend any school events or activities such as SGA, clubs, Arts Day, International Food Festival, Graduation Ceremony and so on.
3. **Discretionary/Educational Sanctions.** Discretionary sanctions are actions required by a student as outlined by a Student Affairs Official. It may include referral to professional counseling, special seminars, community service or participation in appropriate educational programs.
4. **Restitution.** Restitution is compensation required of students who engage in theft and damage to or loss property on or off campus. The amount of restitution is dependent upon the extent of damage as well as what is determined to be the best method for the student to make amends for the damage caused. The amount, form and method of payment is determined by the judicial board.
5. **Loss /Cancellation of any scholarship provided by LUJ.** Scholarships provided by LUJ will be terminated following a conviction by the judicial board/appeals officer at their discretion.
6. **Disciplinary Probation.** Disciplinary probation is imposed after a student has made a serious violation or has repeatedly violated campus policy. Probation allows the student to remain at the university on the condition that he or she complies with university policies and the conditions of his or her particular probation. Further violation of campus policy, to include violating the terms of the probation, may result in suspension from the university.
7. **Disciplinary Suspension.** Suspension is the involuntary, temporary loss of student status for a specified period of time after which the student may return. A suspended student may not attend classes or any university-sponsored event. The student will be required to leave campus and may not return until the time period of the suspension has ended. If a student is suspended prior to the end of the semester, the student will lose credit for the classes carried that term.

8. **Disciplinary Dismissal.** Dismissal is the permanent termination of student status. This sanction is one of immediate involuntary separation from the university.

**Reimbursement Upon Suspension or Dismissal**

If suspended or dismissed, a student will not be reimbursed for loss of tuition or school fees.

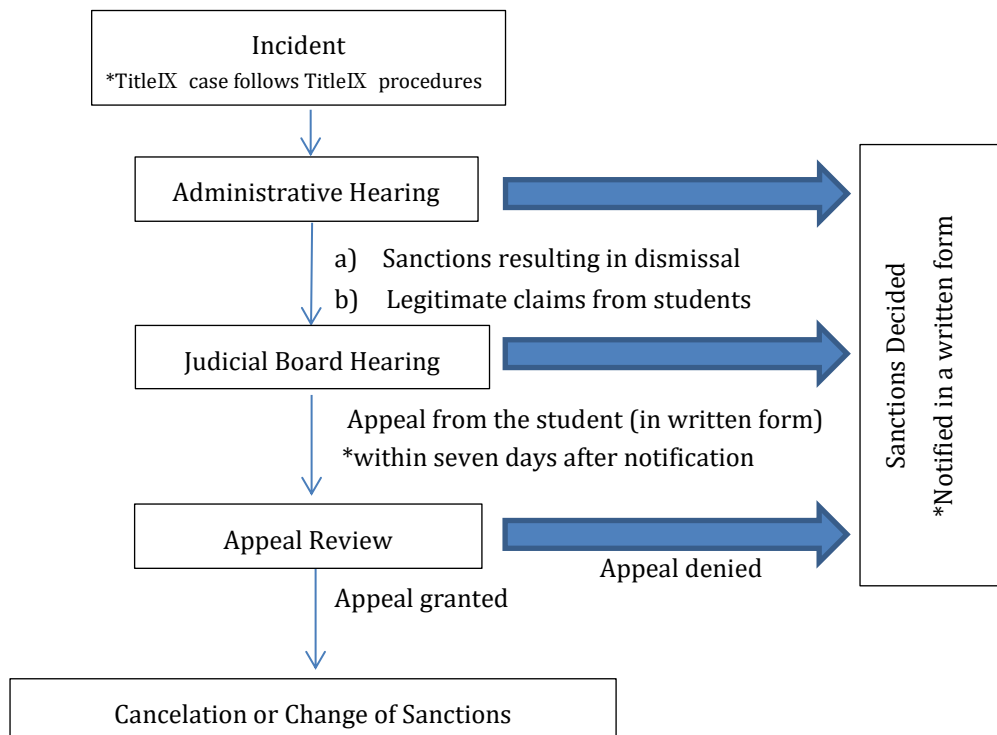
**Appeals**

If a student wishes to appeal the decision of the Judicial Board, a petition to appeal must be sent to the Student Affairs Official within seven days of written notification of the judicial board decisions. The petition must state specific reasons as to why the individual believes an appeal is in order. Upon receipt of a petition to appeal, the Dean and the EAP Coordinator will review all written and recorded information pertaining to the case, and based on gathered information, has the right to grant or deny an appeal hearing. The only grounds for an appeal are insufficient proof of responsibility, violation of student rights or if the sanction is inappropriate for the violation. If an appeal hearing is denied, notification will be sent to the student. If an appeal hearing is granted, written notification will be sent to the student and an appeal hearing will be scheduled. If an appeal is granted, the appeal officer will review the case after meeting with the student. The Dean and the EAP Coordinator will review all appeals with the Dean before making a decision, and may confer with the judicial board as well. The decision of the appeal officer will be final and sent to the student.

**Honesty**

Each participant in the administrative hearing process, either as an accuser or the accused, must present the facts of the case with honesty. Individuals who are dishonest are subject to their own judicial action which could result in dismissal as a sanction.

**Disciplinary Procedure Flow Chart**





## INTERNATIONAL STUDENTS

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### ***Visa Sponsorship Information***

The university sponsors student visas for international students upon enrollment. Students must be enrolled “full-time” and abide by all rules and regulations set by the university and the Tokyo Regional Immigration Bureau.

### **Visa Status Change**

Students wishing to change their visa status to a student visa should make an appointment with Student Affairs to complete all required paperwork. Students must understand that the Tokyo Regional Immigration Bureau makes the final decision regarding visa eligibility. Students can confirm with Student Affairs staff regarding required documents. After an application documents are in order, students need to submit them to the Tokyo Regional Immigration Bureau.

### **Visa Extensions**

Requests for extending visas should be made through Student Affairs at least 3 months prior to the visa expiration. An extension handling fee (6,000 yen) must be paid. In case expedition is needed, an additional charge of 2,000 yen is required. Student Affairs will contact students via e-mail if their current visa is close to expiration. The Students must schedule an appointment to begin the visa extension process. A second appointment will be scheduled to confirm all paperwork and complete payment. Finally, students need to submit their application paperwork to the Tokyo Regional Immigration Bureau.

### **Job-Hunting Visa**

Students looking to get employment in Japan after graduating LUJ are eligible to apply for a Job-Hunting Visa. This visa will allow you to continue working, or search for full-time employment from six months to one year. Students can confirm with Student Affairs staff regarding the required documents and steps necessary to apply. Be advised that you should notify Student Affairs before your last semester at LUJ, in order to prepare the transition with Tokyo Regional Immigration Bureau.

### ***Additional Visa Policies***

#### **Personal Contact Updates**

International students must provide updated contact information to Student Affairs. They also need to inform Student Affairs of changes in such documents as: new passports, visas, residence cards, health insurance cards, addresses, telephone numbers, and especially legal name changes. Updates should also be provided for financial sponsors and emergency contacts.

#### **Traveling**

International students are required to inform Student Affairs when traveling outside the Kanto area. Travel Information Forms are available at Student Affairs and must be submitted before departure.

#### **Part-time work**

Student visa holders are allowed to work a maximum of 28 hours per week during the semester and 40 hours per week during semester breaks (no more than 8 hours per day). This includes any type of paid work (on/off campus). The 28-hour limit applies to all work undertaken by students; in other words, the hours worked at all jobs must not exceed 28. Students working part-time are

required to fill in the contact information and work details on the Visa Recipient Agreement form. Submission of a work permit form to the Tokyo Regional Immigration Bureau is required.

### **Leave of Absence**

If Student Visa holders take a Leave of Absence, they will need to leave Japan. Leave of Absence documents must be submitted to the university. During the Leave of Absence period, international students are required to pay a ¥43,200 administration fee for visa sponsorship management, and other administrative details.

### **Graduation**

A student's visa will expire one month after graduating from the university. Students will need to leave Japan within that time frame. Any additional time needed must be requested directly by the student to the Tokyo Regional Immigration Bureau. Students may not stay later than a month after graduation status is confirmed. Immigration laws do not permit students to extend their stay to attend the Commencement Ceremony.

### **University Transfer (in Japan)**

When student visa holders transfer to another institution in Japan, that institution will become the visa sponsor. Please ask your transferring institution to update your student visa.

### **Withdrawal / Fallen Out of Enrollment**

Student visa sponsorship will be cancelled if a student withdraws or falls out of enrollment. In such cases, students must leave Japan within two weeks. A letter of visa cancellation will be sent to (a) the student's current address and (b) the Tokyo Regional Immigration Bureau.

### **Suspension**

If you are suspended, You are not eligible to enroll in LUJ coursework on a full-time or part-time basis for a period of at least one semester. Additionally, the Tokyo Regional Immigration Bureau policy does not permit visa sponsored students to engage in work or other paid activities unless registered as a full-time student. Due to these conditions, it is necessary for you to leave Japan and return home until a request for readmission to the university has been submitted and approved. Your student visa will not be terminated by LUJ during the duration of this suspension; however, LUJ is required to report the change in your status to the Tokyo Regional Immigration Bureau immediately after the completion of your current semester. This report informs the Tokyo Regional Immigration Bureau that you will not be registered in LUJ courses for the duration of your suspension.

### **Dismissal**

If dismissed, students with a student visa must leave Japan within two weeks. A letter of dismissal will be sent to (a) the student's current address and (b) the Tokyo Regional Immigration Bureau.

### **Health Insurance**

Upon arrival in Japan, student visa holders are required to sign up for National Health Insurance at their local city hall office and must carry the insurance card with them at all times. Foreign students must submit a copy of their health insurance card to Student Affairs.

### **Financial Sponsors**

Student visa holders are required to submit documentation showing sufficient financial sponsorship. These documents are required by the university and the Tokyo Regional Immigration Bureau when they apply for a student visa. Financial sponsorship may be represented by, but is not limited to, the student, a family member, scholarships, or financial aid.

The financial sponsor's contact information must be updated each semester on the Visa Recipient Agreement form.

### **Tuition Payments**

Tuition payments must be made by the deadline shown on invoices. Tuition invoices will be sent to the student's current Japanese address. Upon request (¥200 fee), additional copies of invoices can be sent by mail or electronically.

### **Student Visa Agreement Form**

To effectively manage student visas and updates, each student visa holder must complete a Visa Recipient Agreement form. This form is distributed each semester at the International Student Session. Failure to complete this form may jeopardize visa sponsorship.

## **EMERGENCY AND FIRST AID**

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### ***Emergency Contact Numbers***

LUJ (Student Affairs) 03-3225-0427  
Fire, ambulance 119  
Police 110  
Emergency Consultation Center (Tokyo, 24hrs, 365 days) 03-3212-2323

### ***First Aid Procedures (救急や緊急時の対応)***

The LUJ campus is equipped with first-aid kits on all floors of each building, as well as an Automatic External Defibrillator (AED) in each building. An Emergency Contact Manual is located next to each first aid kit, which provides students with clear instructions on how to react and who to contact in the event of an emergency.

All first-aid and emergency contact procedures and instructions (below) are reviewed with students during their New Student Orientation. Students are also made aware that PDF copies of the manual, as well as additional emergency contact numbers, are provided on the LUJ website.

救命用キットと「緊急時の対応方法マニュアル(学生用)」は各館の各フロアに設置されており、AED(自動体外式除細動器)は各館に設置されています。マニュアルと緊急連絡先情報はLUJの英語版ホームページにて取得可能です。下記の緊急時の対応方法とホームページの閲覧方法については新入生向けオリエンテーションでも案内されています。

Students are instructed to take the following actions in the case of a first-aid emergency:

緊急時は、次の指示に従ってください。

### **IF YOU ARE IN NEED OF FIRST-AID** あなた自身に応急処置が必要な場合

If you are the victim and in need of first-aid care, you should follow these steps:

1. If the surrounding environment is unsafe and you are able to move, immediately do so and call for help. If you have access to a phone, immediately call Student Affairs **(03-3225-0427)** and give your name, exact location, and current condition.  
周囲が安全ではない場合、直ちにその場所から離れ助けを呼んでください。もし近くに電話がある場合は、すぐに学生課(03-3225-0427)に電話をし、氏名・現在地・現状を説明してください。
2. If you are not able to contact Student Affairs, attempt to call out for help. Another classmate, faculty or staff member may come to help assess the situation and contact the necessary

respondents. There are first-aid kits prepared in every building throughout the LUJ campus.

学生課に連絡ができない場合、周囲に助けを求めてください。他の学生・先生・スタッフが到着したら、その時の状況によって必要な判断・連絡をします。救命用キットは、キャンパス内（本館及び別館）に設置されています。

#### **IF YOU FIND SOMEONE IN NEED OF FIRST-AID** 病気又はけがをしている人を見つけた場合

Notify staff or faculty members immediately, so they can facilitate the situation. First-aid should be performed only if medical or trained personnel are not immediately available. Perform first-aid only to the extent you are capable and comfortable with.

救命隊又は訓練を受けた教職員が到着するまで、むやみに傷病者を動かさないようにしてください。自分の応急処置に自信がある人は、すぐに処置を始めてください。

First, calm yourself by breathing deeply. Then, proceed as follows:

まず、深呼吸をして気持ちを落ち着かせてください

1. Check the scene. Is it safe? If the scene is unsafe, DO NOT attempt to enter. If the scene is safe, check the victim for life-threatening conditions. Check for: breathing, other signs of life (movement, etc.), and for visible signs of injury. DO NOT attempt to move the victim. 周りの安全を確認してください。もし危険だと判断したら近寄らないようにしてください。周囲が安全だと判断したら、むやみに傷病者を動かさないようにしながら、すぐに傷病者の状態（息をしているか・意識があるか、ないか・怪我の状態など）を確認してください。
2. Immediately call Student Affairs (03-3225-0427). Give your name, exact location, and current condition of the victim. If more than one person is able to assist, make sure at least one person stays with the victim while the other(s) seek additional help. すぐ学生課（03-3225-0427）に連絡をし、自分と傷病者の氏名・所在地・現状況を説明してください。周りの助けを呼びに行く際に協力者がいる場合は、必ず一人以上が傷病者のそばにいるようにしてください。
3. The LUJ campus is equipped with first-aid kits on all floors of each building, as well as an Automatic External Defibrillator (AED) in each building. First Aid manuals, located next to the first aid kits, provide basic illustrations and instructions for various emergency situations. **Perform them only to the extent you are capable and comfortable with while you wait for medical or trained personnel.** Keep the victim comfortable, and DO NOT move or transport the victim(s) unless the surrounding environment is unsafe. 救命用キットは各館の各フロアに設置されており、AED（自動体外式除細動器）は各館に設置されています。マニュアルにはけがの処置方法が記載されています。救命隊または訓練を受けた教職員が到着するまで傷病者をむやみに動かさないようにしてください。自分の応急処置に自信がある人は、すぐに処置を始めてください。

#### **Fire and Earthquake Evacuation Procedures** 地震・災害時の避難方法

##### **In the event of a fire:**

1. Each floor has a fire extinguisher and fire alarm located near the stairway door. To put out a fire, aim the extinguisher at the base of the fire, not at the flames. 本館および別館に設置された消火器を使用して、消火作業を行ってください。
2. To sound the alarm, press hard to perforate the seal and press the button beneath it. If you hear the fire alarm, evacuate the building immediately. Do not wait for your floor to be evacuated by staff members. Touch the door to make sure the fire is not in the hallway. If the staircase is not available as an exit, you may need to use the “emergency ladder” located on the each floor. 火災用警報ボタンを押してください。火災警報が鳴ったら至急外階段より非難してください。

い。その際、教職員を待つ必要はありません。外階段が使用できない場合は各フロアのベランダにある「非常用はしご」を使用してください。

3. Take precaution when leaving the campus and do not return to the building for any personal belongings.  
建物から非難した後も周囲に注意をし続けてください。決して建物内に戻らないでください。
4. Instructors at the satellite buildings will notify students if there is a need to evacuate. If there are no instructors available during an emergency, please evacuate to the nearest exit.  
本館以外の建物にいる場合は教員の指示に従ってください。教員不在の場合は近くの非常口より避難してください。

#### **In the event of an earthquake:**

1. The initial strong shakes of an earthquake may last only a few seconds to minutes. Get under a desk to protect your head from falling objects. Stay away from windows. Open the door to secure an exit before it becomes bent or jammed. Do not rush out of the school building; there is danger from vehicles as well as falling objects.  
上から物が落ちてくる危険性がありますので、頭を保護して、机の下に身を隠してください。決して慌てて屋外に出ないでください。
2. Once the earthquake is completely over, start evacuating. Students should evacuate as a group. Be aware of your surroundings and walk in a calm fashion to the pre-arranged evacuation area. If the emergency stairs are not available, please climb down the “emergency ladder” located in on each floor. **DO NOT USE THE ELEVATOR UNDER ANY CIRCUMSTANCES.**  
揺れが収まったら、避難を開始します。周囲に注意し、落ち着いて避難場所へ移動してください。揺れによるドアの変形などで避難口がふさがれないよう、早めに避難口を確保してください。もし、外階段が使用できない時には、各階のベランダにある「非常用はしご」を使用してください。決してエレベーターは使用しないでください。
3. When you evacuate, pay attention to both debris on the ground and falling objects such as window glass. If the inside of the building is considered safer than outside, stay in the building. If instructions are announced over the Public Address system, please follow them. Carry only minimum necessities except for bag if it can be a protection for your head. Do not return to the campus to collect other items.  
避難経路も危険な場合がありますので、移動の際は十分注意してください。ただし、建物内が安全と判断される場合は教室内に待機してください。公共の放送システム等で指示があった場合は、その指示に従ってください。避難する場合は最低限必要な物（携帯電話、財布など）のみ持ち出してください。ただし、バッグなどは避難の際に頭を保護するヘルメットの代わりになりますので、状況に応じて持ち出してください。忘れ物を取りにキャンパスに戻らないでください。

### **Fire / Earthquake Drills**

LUJ regularly holds fire and earthquake drills throughout the year.

#### **Evacuation Area**

The appointed evacuation area for LUJ is **Tenjin Elementary School**

Location: About 300m from LUJ, four minutes on foot

Evacuation route : Exit out of LUJ's front or side entrance. Turn right and proceed up the hill (with the Family Mart on your left-hand side). Continue to the first 4-way intersection. Turn left and proceed straight. The elementary school is on your left side.

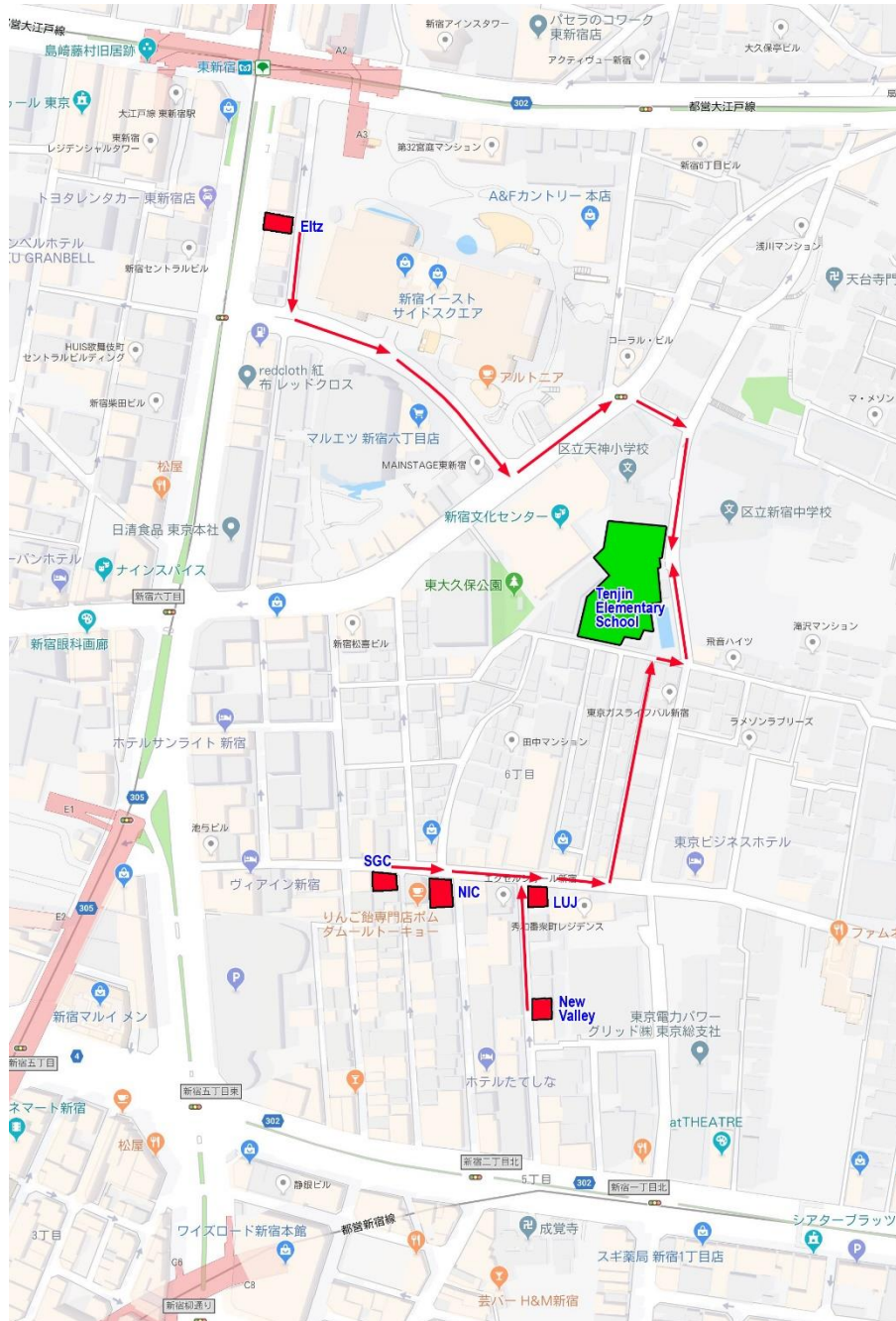
避難場所：天神小学校 約 300m 徒歩 4分

避難経路：東京医科大学通りをファミリーマート方面へ

ファミリーマートの角を左に曲がり、直進したら、正面に校庭のある小学校です

LUJ staff members and faculty will lead students to these evacuation areas if available. If you move to an evacuation area without the supervision of an LUJ staff and faculty, it is recommended to stay there until contact is made. A map of the nearby evacuation areas is provided below.

**Evacuation Map** 避難場所の地図



For international students who cannot read Japanese, show this map to a Japanese person who can direct you to the evacuation area. In the event you are away from campus and not able to receive English support immediately, it is recommended to follow the movements and directions

of the Japanese people around you. When you reach a safe place and conditions improve, please contact the university for updates.

### ***Important Communication in the Event of Emergency***

#### **Contact with the University**

In the event the university campus is evacuated for an extended period of time, the university will provide updates to students via the LUJ website and LUJ e-mail accounts. If you are away from the university during/after the earthquake, please inform the school of your safety and whereabouts by e-mail and/or phone.

登校に関する告知は大学のブログまたはメールで行われますので、随時確認をしてください。地震発生時点で学外にいた、または地震発生後に大学を離れた場合は、大学にメールまたは電話で安否を知らせてください。

#### **Contact with Family**

When the situation calms down, let your family know you are OK and where you are staying. If you have to stay in the school, the telephones and computers in the university will be available for use. If your mobile phone is inactive, please use a public telephone.

状況が落ち着いたら、家族へ安否の連絡をしてください。学内に待機となった場合は、大学の固定電話を貸し出します。また携帯電話が不通になることが想定されるため、その場合は近くの公衆電話を使用してください。災害時には無料で利用できることがあります。

<災害伝言ダイヤル>

ダイヤル

1 7 1 - 1 - 電話番号（登録）

1 7 1 - 2 - 電話番号（確認）

※ 事前に携帯電話で各自確認、理解しておくことをお勧めします。

#### **Other Free Hotlines / Websites for Information and Contact Updates**

The following link provides basic safety procedures, networking sites, English support hotlines, Embassy listings and contact information (in multiple languages): <http://nip0.wordpress.com/>