

June 3, 2010

To: All Students

From: Yoshiaki Ishizawa, President

Change in the action to be taken when a student has contracted Influenza

Since last November, as a result of the outbreak of Influenza A N1H1, the University has been taking a special action for a student's absence due to such disease following the direction by the Ministry of Education, Culture, Sports, Science and Technology. However, the outbreak has gradually come to an end these days. Therefore we have decided to change the way to handle such a student's absence back to an ordinary manner.

[Student's procedure on absence due to influenza will be changed as follows]

Up until the end of May

When a student has contracted influenza:

1. Student notifies the Health Center <by phone, fax or through Loyola(questionnaire "Influenza survey")>.
2. Student must stay home until there is no risk of infection.
3. **Student fills in the form** "Notice of absence due to influenza A" downloadable from the university website.
4. Student submits the above mentioned form to the instructor.

During or after June

When a student has contracted influenza:

<The procedure set for other school infectious diseases specified in the School Health Law applies.>

1. Student notifies the Health Center <by phone, fax or through Loyola(questionnaire "Influenza survey")>.
2. Student must follow the doctor's instructions and stay home until there is no risk of infection.
3. Student must download the form, "Doctor's permission to return to campus – stating satisfactory recovery from infection" from the university website or Loyola, and then **ask the physician to give a written permission on the form.** (A form prepared by the hospital is acceptable if the period of required absence is clearly written.)
4. Student must give the original copy of the form to the university Health Center. He or she is also required to give a photocopy of the form to the instructor of each course he or she is enrolled in.

[When the Doctor's permission form is submitted from the student]

1) Missed classes will not be counted as absences.

2) When a student misses the quizzes and tests given in class, it will not be counted as absence.

(If the student misses the final exam given on the last day of the class, and cannot submit the certificate on the exam date, the Center for Academic Affairs will inform the instructors of his/her class the details of the student's situation.)

3) When a student misses a mid-term or the final exams during exam week

Students should follow the regular procedures for requesting a make-up exam(s).