



Academic Accommodations Catalogue 2026- 2027

Functional Diversity Department

Special Education Needs

FUNCTIONAL DIVERSITY DEPARTMENT INFORMATION:

The Functional Diversity Department's main goal is to ensure that all students with specific learning needs can access, participate in, and succeed in academic and campus life. We assist students with diverse abilities, backgrounds, and ways of functioning in accessing the accommodations available at IE University. Our Department also offers study coach sessions and techniques for those students who would like to improve their study skills according to their specific needs.

The present document contains the following information:

1. Functional Diversity Department contact information.
2. Timeline to request accommodations and deadlines.
3. Documentation requirements.
4. Steps to apply for accommodations
5. Academic accommodations available at IEU.

CONTACT INFORMATION:

Undergraduate:

Functionaldiversity@ie.edu

Graduate:

Functionaldiversity_masters@ie.edu

Please always use your IE email address to communicate with our department.

TIMELINE TO REQUEST ACCOMMODATIONS AND IMPORTANT DEADLINES:

We urge you to contact the functional diversity department **as soon as possible**, as the process might take several weeks to resolve.

Students who submit **complete and current** documentation by these dates will be given priority in the review process.

If your request is not submitted by the following dates, NO accommodation will be provided for final exams.

Fall term:

Request by: 15th November.

Spring Term:

Request by: 15th of April.

DOCUMENTATION REQUIREMENTS:

To qualify for services, you must self-identify by registering and **submitting appropriate documentation**. The requirements are specified below. This documentation **must be officially translated into English or Spanish if originally written in any other language**.

Documentation will only be reviewed once it is complete. Students are notified by email if additional documentation is necessary. It is the **student's responsibility** to submit this information before the established deadlines to ensure sufficient time for the review process and coordination of services.

Academic accommodations are not applied retroactively and may only be provided to students registered with Functional Diversity. As required by law, Functional Diversity maintains the confidentiality of all records.

Students are responsible for monitoring their IEU email account for the receipt of important information about their accommodations. Students are notified by email of the official decision.

In this regard, all reports must:

- **Be originals or certified copies, accompanied by a sworn/certified translation into English or Spanish if they are originally written in any other language.**
- **Be legible, signed, and dated.**
- **State the title, name, and professional credentials of the person who has undertaken the evaluation.**
- **State the tests or techniques used to arrive at the identification of the difficulties and the results.**

Additionally, if you have been diagnosed with a learning disorder (dyslexia, dyscalculia, etc.) and/or ADHD, all reports must state the existence of a special educational need **by means of standardized/psychometric/objective diagnostic tests that are recognized internationally and are carried out by an able professional**. Examples of these tests are WISC/WAIS, TOVA, CPT, D2, WAIT, CTOPP, DASH, etc.

Important Note:

Medical notes/reports only based on symptom checklists, clinical observation, and/or questionnaires will only be accepted as complementary information, but they will not be considered enough to apply for academic adaptations at IEU.

When the reason you would like to apply for academic adaptations is due to **chronic or temporary medical circumstances**, all reports should contain your diagnosis, symptoms, medical prognosis, medical tests carried out, specific results, recommendations, and a date for the following medical check-up. Please bear in mind that new medical reports might be requested every semester/year.

If your specific needs are related **to psychological/emotional difficulties**, then you would need to justify your difficulties with a written report signed by a clinical psychologist or psychiatrist to justify that you have been attending therapy for at least 1 month/3-4 sessions before the application for academic adaptations and that you are committed to continuing your periodic sessions. The report must state your diagnosis, symptoms, date of the start of the therapy, periodicity, and recommendations. The accommodation suggested by the Functional Diversity office will always be temporary in these cases. The students will need to forward an updated report each term.

TO OFFICIALLY APPLY, FOLLOW THE NEXT STEPS:

You must be an enrolled student with an IE email. Sign up using your IE email credentials.

1. Verify your documentation meets the University's requirements
2. Sign up and submit your documentation using your IE Email on the appropriate channel.
3. The following link should directly open the Special Education Needs Questionnaire_(Please make sure you are logged in with your IE user account):

[Request for Exam and Classroom Accommodations](#)

4. Scroll down and fill in your personal information.
5. Upload your documents and subscribe.
6. The Functional Diversity Department will evaluate your request.
7. Contact the Functional Diversity Department to set up an appointment.

Undergraduate students: functionaldiversity@ie.edu

Graduate students: functionaldiversity_masters@ie.edu

8. In coordination with the Program office, if necessary, the Functional Diversity Department will approve the resolution of the students' accommodations. This resolution will be officially communicated to the Program Office and Professors within 7-10 days.

ACADEMIC ACCOMMODATIONS AVAILABLE

Accommodations for students with Special Educational Needs (SEN)

Our specialized team of learning specialists will carefully review each request on a case-by-case basis. All accommodations included in this catalog are subject to the Functional Diversity psychoeducational professional criteria. IEU reserves the right to request further documentation if needed.

The following criteria will be taken into account:

- Official documentation issued or validated by the University's Functional Diversity Department.
- Individual assessment of needs.
- Institutional regulations and available resources.

In-Class Accommodations

The following are the in-class accommodations that IE University currently offers its students.

1. ASSESSMENT TIMING ADJUSTMENT:

Accommodations that adjust when or how long assessments can be completed.

1.1. **Extended Examination Time for quizzes, tests, and timed assessments in class. (25% Extra Time)**

Description: Additional time in written, oral, or numerical exams, tests, and quizzes (timed assessments). Extra time will be allocated during the established class time.

1.2. **Extended Time or Advance Notice for Individual Written Assignments**

Description: Provision of extended deadlines or advance notice of written assignments.

** This accommodation will not apply to the written part of the final thesis project. **

The student is responsible for requesting this accommodation as soon as the written assignment is announced. Up to a maximum of 3 days will be provided; the new due date needs to be agreed upon with the professor beforehand.

This accommodation is strictly for **individual written work**

Please note: Students enrolled in the Architectural & Design School, this accommodation does not apply to any studio or design lab work.

2. FORMAT ADJUSTMENT FOR CLASS WORK:

Accommodations that change the tools or format used during class work.

2.1. Use of Laptop for Note-Taking and Written Coursework

Description: Permission to use a laptop during classes and for written assignments. This accommodation makes sure that students who have difficulty with spelling, reading, and writing can use their computers in class to take notes.

2.2. Spell Checker Permitted for In-Class Work

Description: Digital spelling aids are allowed, and spelling accuracy is not assessed unless it is an essential learning outcome. Spell checker software is allowed to be used during classwork and note-taking. If the spell checker is not available, the spelling mistakes will not be penalized.

****This accommodation does not apply to Language Courses since spelling is an essential learning outcome**** although professors will take into consideration the students' difficulties when grading the exam.

2.3. Calculator Permitted

Description: Use of a calculator is allowed when calculation accuracy is not the primary learning objective.

Use of a basic, 4-function (non-programmable, non-graphing, non-scientific) calculator or Excel spreadsheet.

2.4. Enlarged Materials

Description: Provision of enlarged visual materials. Examples: use of a magnifying glass and/ or contrasted material. Students with this accommodation may need all handouts and class materials in enlarged font/print. The font size can vary depending on the student's needs, and students should notify instructors what font size is necessary for

access. Electronic versions of the material can often be enlarged on a computer screen, so this may work as an alternative to printing documents in enlarged font for classes.

****The student is responsible for these assistive materials****

3. LEARNING ENVIRONMENT ADJUSTMENT:

Accommodations that change the classroom setup, sensory conditions, or access to materials.

3.1. Class material to be handed out before lectures:

Description: Advanced access to PowerPoints and class reading before lectures. When available, teachers' notes can also be uploaded to the student's Blackboard.

3.2. Preferential Sitting

Description: This refers to a specific seating location within the classroom. Based on individual needs, the Functional Diversity office will let the program and teachers know the student's required seating plan.

3.3. Use of Earplugs

Description: Permission to use non-electronic earplugs during class.

3.4. Food and Drink Permitted in Class

Description: Permission to consume food and drinks when required. This accommodation gives access to food and drinks when medically necessary. A student's disability may require them to have access to food or drink during class. The student is required to bring their own provisions. In classrooms where food and drink are not permitted (a sterile lab), the student should discuss an equally effective alternative with the instructor when necessary.

3.5. Medical Equipment and Medication Permitted

Description: Permission to keep mobile phones when used as a medical monitoring device or medical devices accessible. Permission to take prescribed medication during class.

****To check medical equipment, you must notify the professor****

4. PARTICIPATION AND ATTENDANCE FLEXIBILITY:

Accommodations that support participation or attendance requirements.

4.1. Exemption from Reading Aloud in Class

Description: Students are not required to read aloud during classroom activities. Students should not be asked to read aloud in class.

****This accommodation does not exempt the student from oral participation and/or class discussion****

4.2. Temporary Exit from the Classroom

Description: Permission to leave the classroom briefly when necessary. This accommodation allows for the use of bathroom breaks or medically necessary breaks during class lectures. A student may need to leave class for a disability-related reason. The student is expected to do this as discretely as possible. This accommodation does not require the entire class to have breaks, only the individual, and only when needed. Students will be marked as presents for the whole class.

Exam Accommodations

The following are the exam accommodations that IE University currently offers its students.

1. ASSESSMENT FOR TIMING ADJUSTMENTS:

Accommodations that adjust when or how long assessments can be completed.

1.1. **Extended Examination Time (25% Extra Time)**

Description: Additional time in written, oral, or numerical exams, tests, and quizzes (timed assessments). Extra time will be allocated during the established class time.

2. ASSESSMENT FORMAT ADJUSTMENT:

Accommodations that change the tools or format used during assessment.

2.1. **Use of Laptop During Examinations**

Description: Permission to complete exams using a computer. It is advised that students and faculty discuss this accommodation in advance of any exam to ensure implementation.

2.2. **Spell Checker Permitted; Spelling Not Penalized (Except Language Exams)**

Description: Use of spelling aids are permitted. Faculty will create a duplicate exam within BlackBoard that does not require the student to use the 'Respondus' lockdown browser. We advise students and faculty to discuss this accommodation in advance of any exam to ensure implementation.

This accommodation does not apply to language exams.

2.3. Calculator Permitted During Examinations

Description: Use of a calculator is allowed when calculation accuracy is not the primary learning objective.

The use of a basic, 4-function (non-programmable, non-graphing, non-scientific) calculator or Excel spreadsheet.

2.4. Blank Paper for Planning and Organization

Description: This accommodation allows the use of blank paper during exams. The draft paper will be handed in to the professor at the end of the exam.

Students are responsible for taking the blank paper to the exam

2.5. Accessible Fonts in Written Exams

Description: Exams must be in enlarged print. The font size can vary depending on the student's disability.

2.6. Backtracking Permitted in Digital Exams

Description: Free navigation between exam questions. Professors are responsible for allowing backtracking during exams performed on Blackboard.

2.7. Enlarged Exam Materials or Assistive Technology

Description: Provision of enlarged or accessible exam materials. This accommodation can be used with paper-based exams by providing printed material in a large, accessible font. It can also include using a computer to adjust the contrast and font size and to use the magnifying glass function.

Examples: use of magnifying glass (digital and physical), change of contrast, and use of computers to zoom in on text and images as needed.

The student is responsible for these assistive materials

3. PARTICIPATION AND INSTRUCTIONAL SUPPORT DURING EXAMS:

Accommodations that support participation or attendance requirements:

3.1. Exam Questions Read Out Loud

Description: Exam questions may be read out loud by authorized staff at the students' request.

3.2. Consideration of the Problem-Solving Process in Mathematics

Description: Partial credit awarded based on demonstrated reasoning and not only based on final results.

4. LEARNING ENVIRONMENT ADJUSTMENT:

Accommodations that change the classroom setup, sensory conditions, or access to materials.

4.1. Food and Drink Permitted During Exams

Description: Permission to consume food and drinks when medically required. A student's individual needs may require them to have access to food or drink during class. The student is required to bring their own provisions. In classrooms where food and drink are not permitted (a sterile lab), the student should discuss an equally effective alternative with the instructor when necessary.

4.2. Medical Equipment and Medication Permitted

Description: Authorized assistive or medical devices permitted during exams. The student is allowed to take prescribed medication during exam conditions when necessary. Before checking medical devices, the student must notify the professor/invigator by raising their hand.

4.3. Use of Earplugs

Description: Permission to use non-electronic earplugs during exams.

4.4. Preferential Sitting During Exams

Description: Allocation of specific seating. This refers to a specific seating location within the classroom during the exam.

5. EXCEPTIONS FOR SENSORY, MOTOR AND/OR CHRONIC MEDICAL DIFFICULTIES:

5.1. Academic accommodations are determined on an individual basis. When a student with documented needs requires additional or exceptional support, the Functional Diversity team will review the request and recommend appropriate accommodations within reasonable and available resources.

Please note that the university does not supply personal equipment, interpreters, or specialized software.