



STEPS TO REQUEST SPECIAL ACADEMIC ADAPTATIONS

Dear IEU Student,

If you have been diagnosed with a difficulty that could hinder your academic performance at IEU, and would like to request academic adaptations, please complete the following steps so that we may properly process your request:

Open your student portal: <https://ie.service-now.com/sp> or [student portal](#):

1. Click on “Request Something”
2. Access All Catalogs → “Student General Requests” → “Special Education Needs”
3. Click on “Academic Accommodations” to fill in the questionnaire.
4. Scroll to the bottom and upload your documents
5. Once you have submitted all the required information you can contact the Functional Diversity office to request your appointment:

Undergraduate student: FunctionalDiversity@ie.edu

Graduate student: functionaldiversity_masters@ie.edu

The adaptations are *not* approved until the SENCO issues the formal resolution to your Program Office and professors. The program Office and professors might revise the resolution before its implementation as accommodations may vary depending on each subject/Program office/professor.

IMPORTANT:

Currently, IE’s policy to request academic adaptation requires that students submit documentation identifying their educational needs.

In this regard, all reports **must**:

- Be originals or certified copies, accompanied by a sworn/certified translation into English or Spanish if they are 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.

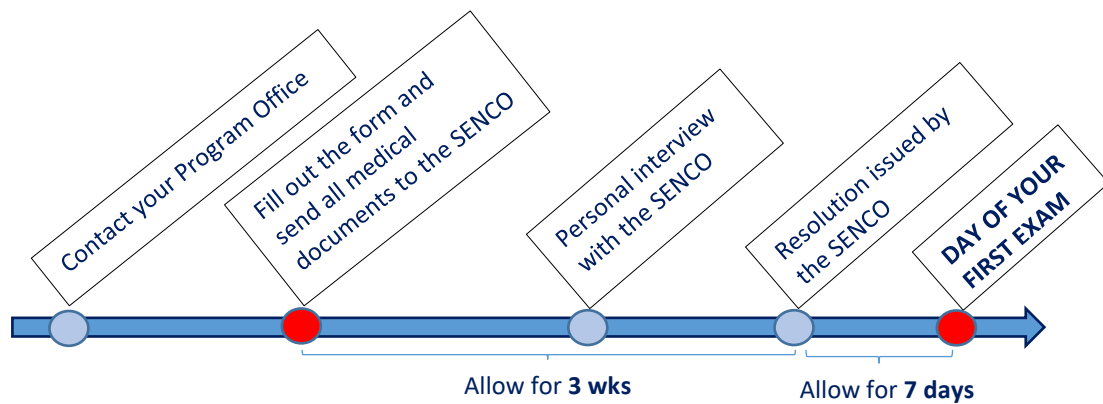
Additionally, if you have been diagnosed with a **learning disorder** (dyslexia, dyscalculia, etc) and/or **ADHD**, all reports must state the existence of a special educational need by means of **standardized/psychometric/objective diagnostic tests** that are recognized internationally and are carried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

Medical notes/reports only based on symptoms 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**. In that case, 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 by 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 prior to 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.

Please bear in mind that the whole process may take *at least 3-4 weeks* prior to the date of your first mid-term or final exam, and *no* adaptations will be implemented before 7 working days after the resolution is issued.



It is very important that you plan ahead - the sooner you request a special adaptation in the academic year, the more you will enjoy them through your academic program.

If you have any questions, please contact our SENCO directly at:

Undergraduate student: FunctionalDiversity@ie.edu

Graduate student: functionaldiversity_masters@ie.edu