

## **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 ask for an academic adaptation, please follow the following steps so that we may properly process your request:

- 1) Gather all the information and reports related to your diagnosis.
- 2) Fill out the **Special Educational Needs Online Questionnaire**, available in the following link:

<https://ie.service-now.com/sp>

Please carefully follow the instructions on the online form. You may upload the digital copies of your medical reports at this time. All the information that you facilitate is strictly confidential, and will only be visible to the *Special Educational Needs Coordinator* (from now on, SENCO).

- 3) Schedule an appointment with the SENCO  
You may do so by e-mail: [FunctionalDiversity@ie.edu](mailto:FunctionalDiversity@ie.edu)
- 4) Please allow around one week following your meeting with the SENCO to receive a written response via e-mail. The adaptations are *not* approved until the SENCO issues the formal resolution to your Program Office. It is them who officially notify your professors.

### **IMPORTANT:**

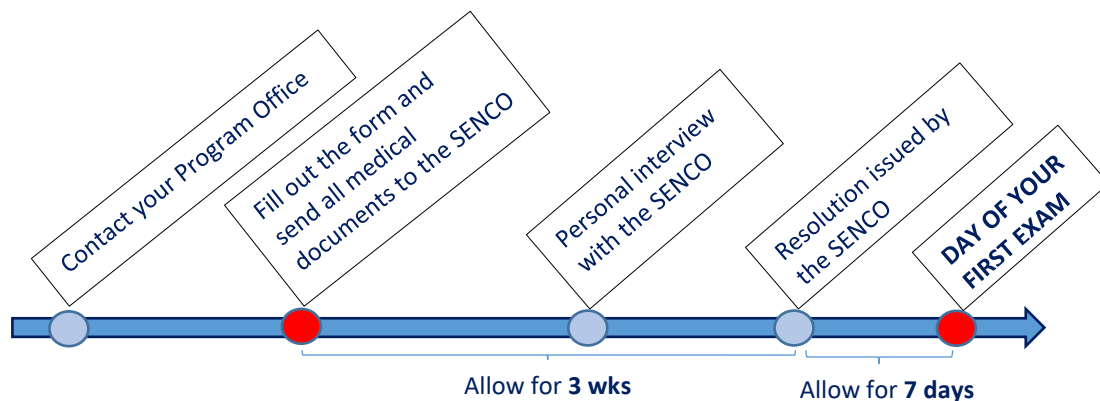
In order to be considered for any kind of academic adaptations, students must submit the documentation identifying their educational needs.

No documentation will be accepted unless it justifies the existence of a special educational need by means of standardized/psychometric diagnostic tests that are recognized internationally and are carried out by an able professional.

In this regard, all reports must:

- Be originals or certified copies, accompanied by a sworn 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.

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 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 benefit from it.

If you have any questions, please contact our SENCO directly at [FunctionalDiversity@ie.edu](mailto:FunctionalDiversity@ie.edu).