



Excellence Imperial Career College (EICC)

Accessibility Accommodations and Supports for Students Policy

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Policy Review	Tri-Annual
Policy Approval	Director of Academics and Director of Administration

1. Policy Statement

Excellence Imperial Career College (EICC) is committed to ensuring equal access to education and training for all students while maintaining academic integrity and rigour in its programs. Following federal and provincial legislation, EICC works collaboratively with students to develop appropriate and reasonable plans for accommodations, adaptations, and support. EICC will provide reasonable academic accommodations and will collaborate with off-campus sponsoring agencies to support students with disabilities, including those with diagnosed mental health concerns requiring academic adjustments.

Self-declaring an accessibility support need on an EICC program application will not affect admission decisions or placement on program waitlists. This option simply enables EICC to proactively support students prior to the commencement of classes. Aggregated and anonymized information may be used for research, improving student experience, or meeting reporting requirements.

During the application process and before classes begin, students are expected to seek funding (where applicable) and support from appropriate off-campus agencies. EICC may be unable to provide all required accommodations at the start of the program without this external support. If funding is not sought, students may need to delay program commencement.

Suppose a student is assessed as ineligible for external support. In that case, the accommodations provided solely by EICC will be evaluated on a case-by-case basis and are subject to available institutional resources.

All students seeking accessibility accommodations must meet the standard admission requirements of EICC. High school courses designated as "M" or modified do not meet the entrance standards for post-secondary programs at EICC.

Students must meet all competency and performance requirements set out in their program curriculum. Accommodations are designed to allow alternative methods of achieving these learning outcomes, not to lower academic standards. If an accommodation prevents the achievement of required outcomes, EICC will evaluate the student's suitability for the program.



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If an accommodation affects essential safety practices, all options will be explored to maintain safety. However, if the accommodation introduces unacceptable risks, it may not be granted. No student will be allowed to waive safety standards.

Before accommodations are implemented, students must meet with the Director of Academics or Campus Director and provide detailed documentation of their accessibility needs. Students are also responsible for communicating with faculty if accommodations are not effective or need to be modified.

In programs requiring work practicums, students may request accommodations at their placement sites. Practicum employers are expected to uphold the same duty to accommodate as EICC.

2. Scope

This policy applies to all post-secondary students at Excellence Imperial Career College (EICC).

3. Policy Content

3.1 Accommodation Requests

A. Early Identification: Students are encouraged to self-identify their accessibility needs as early as possible during the application and admission process. Early communication with the Director of Administration or the Director of Academics is crucial to ensure the timely arrangement of support.

B. Post-Start Requests: If accessibility needs arise after classes have started, students must request accommodations promptly. Delayed requests may limit the effectiveness or timeliness of accommodations.

3.2 Documentation Requirements

A. Initial Contact: Students must meet with the Campus Director or Director of Academics to discuss their needs and determine appropriate accommodations. Supporting documentation is required.

B. Types of Supporting Evidence

1. Self-report of the student's accessibility needs.
2. Identification of barriers likely to be experienced during studies at EICC.
3. Description of past accommodations in education or the workplace.

C. Additional Supporting Information (with consent)

- Interactions with other EICC departments.
- Faculty observations.
- Statements from family or sponsors.



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- If initial evidence is insufficient or unclear, students must submit recent documentation from a qualified professional outlining the need for accommodations.

D. Interim Accommodations: If documentation from a professional is delayed, EICC may offer temporary accommodations based on the information available.

E. Review and Approval: The Academic Dean will review documentation and collaborate with the student to determine appropriate accommodations. Students are responsible for any costs related to obtaining supporting documentation.

3.3 Communicating and Implementing the Accommodation Plan

A. Letter of Accommodation: After documentation is approved, the Academic Dean, in consultation with the student, will issue a formal Letter of Accommodation to relevant faculty members.

B. College-Wide Communication: With written consent, the Letter of Accommodation may be shared with other departments involved in the student's academic experience.

C. Ongoing Support and Monitoring: The Academic Dean's office will coordinate with faculty and the program coordinator to ensure that accommodations are implemented and effective. Any concerns must be reported immediately.

D. Practicum Accommodations: The Career Development Office will assist in coordinating accommodations for students in work placements, in collaboration with faculty and practicum employers.

4. Administration

The Director of Administration is responsible for overseeing the implementation and enforcement of this policy.

5. Review

This policy will be reviewed by the Academic Council in 2028 or as needed.