



# Excellence Imperial Career College (EICC) Online Learning Policy

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<b>Policy Title</b>	Online Learning Policy
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<b>Policy Review</b>	Tri-Annual
<b>Policy Approval</b>	Director of Academics and Director of Administration

## 1. Policy Statement

EICC is committed to delivering high-quality online training through the effective use of its Learning Management System (LMS). This policy outlines the standards and guidelines governing the delivery of online programs. All online offerings will comply with accessibility standards and copyright regulations to ensure equitable access and lawful use of materials.

## 2. Scope

This policy applies to all EICC staff, faculty members, and students involved in the development, delivery, or participation in online training programs, unless otherwise specified.

## 3. Procedure

### 3.1. Support Resources for Online Learning

EICC ensures that students, staff, and faculty participating in online programs are well-supported through the following:

- **A. Orientation and Training:** Orientation, training, and ongoing support are provided for both existing and new online technologies.
- **B. Curriculum Development:** Online curriculum materials are designed to be interactive, engaging, and to offer a meaningful learning experience for students and faculty.
- **C. Content Improvement:** Regular opportunities are made available for faculty and students to contribute to the evaluation and enhancement of online course content.

### 3.2. Technical Infrastructure and Support

EICC maintains a robust technical framework to support online learning, which includes:

- **A. Learning Management System (LMS):** A reliable and scalable LMS that accommodates current and future user demands, including system responsiveness and throughput.
- **B. Risk Management:** A comprehensive risk assessment process and a reliable backup system are in place to protect faculty and student data.
- **C. LMS Access:** The LMS is accessible 24 hours a day, 7 days a week.
- **D. Course Software:** Students are provided access to all required software necessary to complete their coursework.



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### 3.3. Security and Academic Integrity

To maintain the security of the LMS and the integrity of student work, EICC employs the following safeguards:

- **A. Data Security:**  
Faculty and student files are securely stored, retrieved, and destroyed according to policy.
- **B. Identity Verification:**  
Student identity is verified during exams using monitoring software.
- **C. Exam Security:**  
Locking software is used during tests to prevent access to unauthorized external resources.
- **D. Plagiarism Detection:**  
Plagiarism detection and verification software is employed to maintain academic integrity.

### 3.4. Technical Requirements Disclosure

Prior to enrollment, students will be informed of all specific technical requirements, including:

- Minimum computer system specifications
- Any required software purchases
- Minimum internet connection speed

## 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.