



Academic Integrity Policy and Procedure

Last Revised: May 2026

Institution	International Centre for English Academic Preparation Inc. (“ICEAP”)
Policy Owner	ICEAP Academic Department
Applies To	Prospective, current, and former international students enrolled in or applying to ICEAP programs
Availability	Website, Student Handbook, student contracts and enrollment packages, and ICEAP Administrative Office

All members of the ICEAP community including academic faculty, staff and students are required to know and follow the Academic Integrity Policy and Procedure. The procedures are to be followed when there is a suspected breach of academic integrity by a student.

1. Definitions

ICEAP recognizes that unauthorized or inappropriate use of artificial intelligence (AI) tools, translation software, or third-party academic services may constitute academic misconduct where prohibited by instructors or institutional policy.

Students have the right to receive information regarding academic integrity expectations, assessment standards, disciplinary procedures, and academic appeals.

Students are expected to demonstrate honesty, responsibility, fairness, respect, and ethical conduct in all academic activities.

ICEAP maintains written academic integrity policies and procedures that are available to past, current, and prospective students always in accordance with Ontario ISP Requirements.

International Student Academic Integrity Statement

Student – Means any individual who is admitted, enrolled or registered for study at ICEAP. Individuals who are active in a program but not enrolled in classes for a particular term (e.g. on a vacation, leave of absence, or waiting for a program to commence) are considered to have a continuing student relationship and are included in the definition of student.

2. Policy Statement

ICEAP is committed to upholding the highest standards of academic integrity. Academic Integrity is defined as “a commitment, even in the face of adversity, to six fundamental values:

honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action”.¹

ICEAP expects that students will only claim credit for their own ideas, writing, projects and creations. Where others have contributed, or non-original ideas have been included, students will give proper recognition and reference. Students will not attempt to gain unfair academic advantage in any academic work whether graded or ungraded. **Refer to Appendix A for a list of examples of breaches of the Academic Integrity Policy.**

All academic staff and students are expected to be vigilant regarding their respective roles and responsibilities when breaches of academic integrity occur.

This policy is available to past, current, and prospective students at all times.

3. Procedures

The following procedures are involved when a suspected violation of academic integrity occurs:

Step 1 – Instructor identifies violation.

Step 2 – Instructor meets with the student to review the concern, explain the available evidence, and provide the student with an opportunity to respond before an outcome is determined.

If a student accepts responsibility for the violation, this may be considered as a mitigating factor when determining an appropriate outcome. Acceptance of responsibility does not automatically determine the sanction but may support an educational or corrective response where appropriate.

If the student does not accept responsibility, ICEAP will review the available evidence before deciding. A finding of academic misconduct must be based on the evidence and the balance of probabilities, not solely on whether the student admits or denies the concern. Sanctions may include resubmission, grade reduction, a grade of zero, academic warning, probation, suspension, or dismissal depending on the nature, seriousness, and frequency of the violation.

Step 3 – Discovery interview and/or academic integrity review. Where the concern is serious, repeated, disputed, or may result in a significant academic consequence, the student may be interviewed by a review panel which may include:

- Vice-President Academic
- Student Service and Operations Manager
- Instructors (with at least one instructor at the Level 6 or Bridging Level)

For midterm and final exams, students are normally not permitted to rewrite or resubmit the same exam after a confirmed academic integrity violation. However, the academic outcome will be determined through the review process and based on the evidence, seriousness of the misconduct, prior history, and applicable progressive discipline principles. Possible outcomes

¹ International Centre for Academic Integrity. (2021). The fundamental values of academic integrity (3rd ed.). Retrieved from https://academicintegrity.org/images/pdfs/20019_ICAI-Fundamental-Values_R12.pdf

may include a grade reduction, a grade of zero, failure of the assessment or course, academic warning, probation, suspension, or dismissal, where appropriate.

Violations of ICEAP's Academic Integrity Policy will remain in a student's academic file and will be submitted to the student's future instructors.

A lack of awareness of the Academic Integrity Policy and/or Procedure is NOT an acceptable explanation for a breach under this Policy.

4. Principles

The Academic Integrity Policy and Procedure are an affirmation and clarification for all members of ICEAP of their respective obligation(s) to maintain the highest standards of academic integrity. The principles of this Policy include:

- a. promoting an environment of academic integrity that values honesty, trust, fairness, respect, responsibility, and courage;
- b. upholding the academic excellence of ICEAP including its programs and curriculum;
- c. protecting the integrity of ICEAP credentials that help students and graduates achieve success in their college or university studies with partner and non-partner institutions; and
- d. ensuring that grades for all students provide an accurate assessment of their work and that students do not gain unfair academic advantage.

5. Communication

All ICEAP instructors are required to inform their students of **ICEAP's Academic Integrity Policy and Procedure** and the **Test Policy and Procedure Agreement** on the first day of class for each session. Students will be expected to read and sign both documents. Any changes to these documents will be communicated to students in writing.

Appendix A – EXAMPLES OF ACADEMIC INTEGRITY BREACHES

The following summary provides selected definitions and examples for specific behaviors that constitute breaches of academic integrity. These examples are intended to educate students and instructors as to what types of behaviours fall under this Policy.

This section is not meant to be a complete or comprehensive list of all possible breaches of academic integrity. Each particular situation should be assessed by instructors and/or the Vice-President, Academic.

Academic Integrity Breaches include cheating, plagiarism, falsification of documents, and inappropriate use of digital technology.

Cheating is the attempt to gain an improper advantage on an academic evaluation. Forms of cheating include, but are not limited to:

- stealing, reproducing, circulating or otherwise gaining prior access to examination materials;
- copying another person's answer to an examination question;
- allowing another student to copy from you;
- providing or receiving answers during a test through a system of signals, text messages, Zoom chat or other means of communication with another student;
- consulting an unauthorized source (e.g., textbooks, website, cheat-sheet, another student) during a test or examination unless specifically instructed to do so by the instructor;
- communicating verbally with another student(s) during a test or examination, unless specifically instructed to do so by the instructor;
- changing a grade or record of an examination result;
- submitting substantial portions of the same work to more than one course without consulting the instructors who teach the courses;
- submitting work prepared in whole or in part by another person and representing that work as one's own;
- offering for sale or other benefit essays, drawings, portfolio elements, or any other academic work, in whole or in part, to other students who may submit the work as their own; and/or
- preparing work, in whole or in part, with the expectation that this work may be submitted by another student as their own work.
- Impersonation is taking someone else's place or having someone else take your place in class in a test, examination, or presentation, when that situation involves academic evaluation.

- **For face-to-face classes:** Obtaining assistance by means of electronic (e.g., cell phone, smart watch, wireless technology) or other aids which are not approved by the instructor (Note: all electronic devices must be turned off and out of sight during exams or tests unless the instructor specifies otherwise);
- **For remote and hybrid classes: Violating the Test Policy and Procedure Agreement (Appendix B) by:**
 1. Not displaying both hands and your desk during the entire duration of the test including after you have finished and submitted your test.
 2. Using a third device to search for information or communicate with other students.
 3. Leaving the test at any time without permission of the instructor.
 4. Turning your video off at any time.
 5. Using your phone without permission after you have submitted your test to your instructor.
 6. Using banned materials (class notes, online and/or hard copy textbooks, opening another browser window).

Plagiarism is the act of presenting another person’s words, research or ideas as your own without acknowledging the source of the information used. An individual can plagiarize by receiving “help” from another person or by merely copying what they tell you to do, say or write, without personally learning the content. Examples include:

- copying, buying or obtaining in another way an essay, project, visual art piece, programming code, or other type of work and then submitting it as your own work. This includes buying a paper from a research service or a paper mill, or obtaining a paper written by a peer, relative, or friend and submitting it as your own.
- copying another person’s words without the use of quotation marks and appropriate references to signify that these are excerpts from someone else’s work;
- presenting another person’s ideas or theories in your own words without acknowledging that person;
- submitting and altering work (e.g., web sites) as your own. (Obtaining feedback from others is encouraged as an important part of the learning process but it is very important that you get suggestions and then make necessary changes yourself. It is not appropriate for you to have someone modify or correct your work and then submit the work as your own); and/or
- not giving credit to a person with whom one has collaborated to create a product. All individuals who have contributed ideas or insights into the work produced should be acknowledged.

Falsification or unauthorized modification of an Academic Document/Record: It is an act of academic dishonesty to falsify, fabricate or in any way modify, either through leaving out or changing an academic document or record. Examples of falsification include but are not limited to:

- forging a document or the signature on a document such as a doctor's or lawyer's note or letter of recommendation;

Inappropriate Use of Digital Technology: Forms of inappropriate use of digital technology may include but are not limited to:

- Unauthorized entry into a computer file for the purpose of using, reading or changing its contents;
- Unauthorized transfer of one or more files or part of the data contained within a file;
- Unauthorized use of another's identification and/or password; and/or
- Use of computing facilities to interfere with or alter the work of another student and/or staff member.

Student Signature

Date

Appendix B

ICEAP Test Policy and Procedure Agreement

Tests will be scheduled on an ongoing basis throughout the course. Below is a summary of the procedure and expectations for behavior. Test papers will be sent by email and accessed on a secondary device. Ensure you are comfortable with your workspace – move your camera far enough away so your desk is clearly visible. You must sign and return this policy.

I, _____, agree to the following;

- 1) All tests will be recorded for future reference;
- 2) I will be on time to receive the test and instructions;
- 3) I will come to tests prepared with: a second device, paper, extra pens, etc.;
- 4) I will not be excused to use the washroom during the test;
- 5) My workspace will be arranged so that the teacher can easily see my paper, hands and device at the SAME time for the WHOLE duration of the test;
- 6) I will not turn off my video at any time unless I have permission to do so;
- 7) 1 point will be deducted from my final score for every minute my video is off;
- 8) 1 point will be deducted from my final score for each occurrence of my hands leaving the recording area for more than a few seconds;
- 9) 5 points will be deducted from my final score for each occurrence of my device screen being blocked from view, any activity other than scrolling on my device, and/or typing on my laptop;
- 10) I will not be reminded of the rules during the test. Points will be automatically deducted;

11) Cheating and plagiarism may result in a score of 0 or other academic consequences, depending on the evidence, seriousness of the misconduct, and applicable ICEAP academic integrity review process;

12) I will promptly scan my pages and return them to my teacher

Signature

Print name (legal and English name)

Date

References:

Note: ICEAP wishes to acknowledge Sheridan College, York University and Mohawk College as sources for parts of this policy.

Mohawk College. (2008). Corporate policy: Academic honesty. Retrieved from:

<http://www.mohawkcollege.ca/Assets/Policies/C705.pdf>

Sheridan College. (2016). Academic Integrity Policy. Retrieved from:

<https://policy.sheridanc.on.ca/dotNet/documents/?docid=917>

Sheridan College. (2017). Academic Integrity Procedure. Retrieved from:

<https://policy.sheridanc.on.ca/dotNet/documents/?docid=988>

York University. (2011). Secretariat policies: Academic honesty. Retrieved from:

<http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on>

Progressive Discipline and Student Rights

ICEAP applies progressive discipline procedures where appropriate when addressing academic misconduct. Students will normally be informed of concerns, provided an opportunity to respond, and advised of potential academic consequences before final decisions are made, except in cases of serious misconduct.

Academic Appeals

Students may submit written academic appeals regarding academic integrity decisions in accordance with ICEAP appeal procedures. Appeals should include supporting information and will be reviewed by the appropriate institutional administrator or committee. Written decisions will normally be communicated following review.

Confidentiality and Student Records

Records relating to academic integrity investigations, meetings, and outcomes may be maintained in the student file in accordance with Ontario ISP requirements and applicable privacy legislation.