



Academic Standards and Student Success Policies

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

1. Policy Statement

The International Centre for English Academic Preparation (ICEAP) is committed to maintaining high academic standards while supporting student success in an inclusive and internationally focused learning environment. These Academic Standards and Student Success Policies outline the expectations, responsibilities, and procedures that apply to all students enrolled in ICEAP programs.

These policies are intended to support academic integrity, student accountability, professional conduct, and successful preparation for post-secondary studies in Canada.

ICEAP maintains written admissions and academic policies that are available to past, current, and prospective international students at all times in accordance with Ontario ISP Requirements.

ICEAP will not retain or withhold a student passport, study permit, or similar immigration document under any circumstances.

2. Student Rights

Students have the right to:

- Receive clear information regarding admissions, academic expectations, grading, attendance, refunds, complaints, transcripts, and institutional policies.
- Receive fair and respectful treatment in an inclusive learning environment.

- Access academic advising, student support services, and complaint procedures.
- Access transcripts and official academic documentation in accordance with institutional policies.

3. Student Responsibilities

Students are responsible for:

- Maintaining valid immigration and study permit status where applicable.
- Respecting institutional policies, staff, and fellow students.
- Following attendance, participation, and assessment requirements.
- Maintaining academic honesty and professional conduct.

4. Delivery of Instruction

ICEAP programs are delivered in English through instructor-led classes, interactive learning activities, discussions, presentations, online learning tools, and academic support sessions.

Programs may include:

- In-person classroom instruction
- Online or blended learning components
- Group projects and collaborative activities
- Academic workshops and tutorials
- Guest speakers and pathway seminars
- Independent study and research activities

Course materials, schedules, attendance records, and grades may be provided through approved educational platforms.

Students are expected to actively participate in all learning activities and maintain professional and respectful classroom behavior.

Where online, blended, or remote assessments are used, ICEAP may implement reasonable academic integrity monitoring practices designed to support fair evaluation, student privacy, proportionality, and institutional integrity. Assessment monitoring methods may vary depending on the nature of the course, assessment format, technology platform, and instructor requirements.

5. Required Technology and Learning Resources

Students are expected to have regular access to:

- A laptop or computer
- Reliable internet access
- ICEAP-approved communication platforms
- Course materials and textbooks where applicable

Technology may be used in classrooms and online learning environments to support collaboration, research, presentations, and academic skill development.

Students are responsible for maintaining access to required technology and checking institutional communication regularly.

6. Academic Expectations and Assessments

Students are expected to complete all required coursework, assignments, assessments, examinations, presentations, and classroom activities outlined in each course syllabus.

Assessment methods may include:

- Quizzes and tests
- Essays and written assignments
- Presentations
- Projects and portfolios
- Participation and attendance
- Group work
- Midterm and final examinations
- Speaking and listening assessments
- Reading and writing evaluations

ICEAP uses a percentage-based grading system.

Academic Achievement Levels

- Pass: 60–80% depending on the level with no skill lower than 55% - 75% (refer to Pathway to Future at Pathway – ICEAP).

A minimum final grade of 70% is required to successfully complete most ICEAP academic and pathway programs unless otherwise specified in the course outline.

Students may be required to achieve minimum benchmark scores in specific language skill areas.

Students are expected to complete all assessments by the scheduled deadlines.

Missed Tests and Exams

- Students who are unable to attend a scheduled test or examination due to illness, emergency, or other approved circumstances must notify the instructor or administration as soon as possible.
- Students may be required to provide supporting documentation and arrange a make-up assessment within the approved timeframe.
- Unapproved absences from tests or examinations may result in a grade of zero (0).

Late Assignments

- Assignments submitted after the deadline may receive late penalties unless prior approval has been granted.
- Unless otherwise stated by the instructor, late assignments may be deducted up to 10% per day.
- Assignments more than five (5) days late may not be accepted.
- Extensions may be granted for documented or approved circumstances.

Students should communicate with instructors before deadlines whenever possible.

7. Attendance Policy

Regular attendance is essential for academic success, language development, and compliance with international student expectations.

ICEAP records attendance daily.

Attendance Requirements

Students are expected to:

- Attend all scheduled classes and academic activities
- Arrive on time and remain for the full class
- Participate actively in classroom learning
- Notify ICEAP of absences as soon as possible

ICEAP students are expected to maintain a minimum attendance rate of 90%.

Failure to meet attendance requirements may result in:

- Academic warnings
- Mandatory academic advising meetings
- Repeating a course or level
- Suspension or dismissal in serious or ongoing cases
- Reporting requirements related to study permit compliance where applicable

Students are responsible for catching up on missed coursework, assignments, and assessments.

Extenuating circumstances may be considered on a case-by-case basis with supporting documentation.

8. Academic Integrity Policy

ICEAP is committed to academic honesty, ethical learning practices, and integrity in all academic work.

Students are expected to submit original work and properly acknowledge the ideas, words, and materials of others.

Academic misconduct includes, but is not limited to:

- Plagiarism
- Cheating on tests or assignments
- Unauthorized collaboration
- Copying another student's work
- Purchasing or submitting work completed by another person
- Falsifying academic records or documents
- Improper use of translation tools or artificial intelligence tools
- Submitting the same work for multiple courses without permission

9. Plagiarism and Unauthorized Use of Artificial Intelligence

Plagiarism occurs when a student presents another person's words, ideas, research, or work as their own without proper acknowledgment.

Examples include:

- Copying content from websites, books, or other students
- Using online translation tools to complete assignments where prohibited
- Using generative artificial intelligence tools (such as ChatGPT or similar platforms) in violation of instructor guidelines
- Submitting work prepared by another individual or service

ICEAP recognizes that certain educational technologies and AI tools may be used for learning support when specifically permitted by instructors.

Students must follow instructor expectations regarding acceptable and unacceptable use of AI and digital tools.

Failure to comply with instructor expectations regarding examinations, remote testing procedures, or acceptable technology use may result in academic penalties at the instructor's or institution's discretion in accordance with ICEAP policies.

10. Cheating and Academic Misconduct

Cheating includes any dishonest attempt to gain academic advantage.

Examples include:

- Using unauthorized materials during a test or examination
- Sharing answers during assessments
- Impersonating another student
- Accessing exams without authorization
- Communicating with others during restricted assessments
- Falsifying attendance or participation

Academic misconduct undermines the integrity of the learning environment and may result in disciplinary action.

11. Academic Penalties and Progressive Discipline

ICEAP applies progressive discipline procedures when addressing academic misconduct or repeated violations of academic standards.

Consequences may include:

- Verbal or written warning
- Academic integrity meeting
- Resubmission of work
- Grade reduction
- Grade of zero on an assignment or examination
- Failure of a course
- Academic probation
- Suspension
- Dismissal from the program or institution

Serious or repeated offences may result in immediate dismissal.

Records of academic misconduct may be maintained in the student's file.

12. Course Progression and Academic Standing

Students must successfully complete required courses and maintain satisfactory academic standing to progress through their program.

Students who fail to meet academic requirements may be:

- Required to repeat a course or level
- Restricted from pathway progression

Students are expected to complete program requirements within the maximum timeframe established by ICEAP.

Students who fail to maintain satisfactory academic progress, attendance requirements, or professional conduct standards may be placed on academic probation, required to attend advising meetings, or subject to suspension or dismissal in accordance with ICEAP policies.

13. Student Dismissal Policy

A student may be suspended or dismissed from ICEAP for reasons including, but not limited to:

- Repeated academic failure
- Failure to meet attendance requirements
- Academic misconduct or dishonesty
- Violations of student conduct policies
- Harassment, discrimination, or unsafe behaviour
- Failure to comply with enrollment agreements or financial obligations
- Failure to return from an approved leave of absence
- Conduct that negatively affects the safety or learning environment of the school community

Prior to dismissal, ICEAP will normally provide:

- Written notice of concerns
- Opportunity for student response
- Academic advising or support interventions where appropriate

Serious misconduct may result in immediate suspension or dismissal.

14. Grading

Students who have concerns regarding grades or academic decisions are encouraged to first discuss the matter respectfully with the instructor.

If the concern is not resolved, students may request review by the Academic Lead or designated administrator.

Requests for reassessment or grade review must normally be submitted within five (5) business days of receiving the grade.

ICEAP reserves the right to uphold, adjust, or deny reassessment requests following review.

15. Academic Appeals

Students who believe that extenuating circumstances affected their academic performance or that policies were applied unfairly may submit a formal academic appeal.

Appeals must:

- Be submitted in writing
- Include supporting documentation where applicable
- Be filed within five (5) business days of the decision being appealed

Appeals will be reviewed by the appropriate ICEAP administrator or committee.

Decisions made following the appeal review will be communicated in writing.

16. Graduation and Certificate Requirements

To successfully complete an ICEAP program and receive a certificate, transcript, or pathway completion documentation, students must:

- Successfully complete all required courses
- Meet minimum academic standards
- Meet attendance requirements
- Satisfy financial obligations to the institution

Official documents may include:

- Transcript of studies
- Certificate of completion
- Letter of completion

Processing times for official documents may vary but not exceed 7 business days.

ICEAP maintains student academic records and transcripts in accordance with applicable Ontario ISP requirements. Past, current, and former students may request access to official transcripts in accordance with institutional procedures.

17. Student Support and Academic Assistance

ICEAP encourages students to seek support when experiencing academic, personal, or adjustment difficulties.

Available supports may include:

- Academic advising
- Language support
- Writing assistance
- Wellness referrals
- Attendance intervention meetings
- Learning strategy support

Students are encouraged to communicate with instructors and administration early if they are experiencing challenges.

18. Policy Review and Amendments

ICEAP reserves the right to modify or update these policies to reflect changes in educational practices, legal requirements, or institutional needs.

Updated policies will be communicated to students through official school channels.

19. Contact Information

Questions regarding these Academic Standards and Student Success Policies may be directed to:

International Centre for English Academic Preparation (ICEAP)

Academic Affairs and Student Services

Email: info@iceap.ca

Website: www.iceap.ca