



ONLINE AND HYBRID LEARNING POLICY

International Centre for English Academic Preparation (“ICEAP”)

1. Policy Statement

ICEAP may offer certain programs, courses, or instructional components online, hybrid, blended, or technology-supported delivery models where educationally appropriate and institutionally approved.

Online and hybrid learning are recognized as institutional instructional delivery methods and are not temporary emergency measures.

This policy establishes expectations, responsibilities, attendance requirements, participation standards, and administrative procedures related to online and hybrid learning activities.

2. Technology Requirements

Students participating in online or hybrid learning are responsible for maintaining reasonable access to:

- a computer or appropriate learning device;
- stable internet access;
- required software or learning platforms;
- institutional communication systems; and
- audio/video functionality were required.

ICEAP may use learning management systems, videoconferencing platforms, institutional email, and other approved educational technologies.

3. Attendance and Participation

Students enrolled in online or hybrid courses are expected to attend scheduled instructional activities and actively participate in learning activities.

Attendance and participation may be monitored through:

- login activity;
- virtual attendance records;
- assignment submission;
- participation in instructional activities;
- communication records; or
- other reasonable academic measures.

Failure to participate regularly may affect attendance records, academic standing, participation evaluations, or continued enrollment in accordance with ICEAP academic policies.

4. Academic Integrity

All ICEAP Academic Integrity policies apply equally to online, hybrid, and in-person learning environments. Students are expected to complete their own work honestly and comply with institutional academic integrity expectations during online assessments, assignments, examinations, and participation activities.

5. Program Delivery and Institutional Changes

ICEAP reserves the right to make reasonable changes to:

- * Instructional delivery methods;
- * Class schedules;
- * Educational platforms;
- * Classroom locations;
- * Instructors; or
- * Course organization

Where necessary for academic, operational, safety, legal, regulatory, or institutional purposes.

Students will be notified of significant instructional changes through official institutional communication channels where reasonably practicable.

Participation in online or hybrid learning does not guarantee:

- * Immigration status;
- * Study permit approval;
- * Post-Graduation Work Permit (“PGWP”) eligibility; or
- * Compliance with immigration requirements.

Students remain individually responsible for understanding and complying with all applicable IRCC and government requirements.

6. Student Communication Responsibilities

Students participating in online or hybrid learning are responsible for regularly monitoring:

- * Institutional email accounts;
- * Learning management systems;
- * Course announcements; and
- * Official ICEAP communications.

Failure to review institutional communications does not exempt students from academic, administrative, attendance, or policy obligations.

7. Privacy, Recording, and Student Conduct

Students are expected to maintain respectful conduct and comply with applicable privacy, confidentiality, and student conduct expectations during online learning activities.

Unauthorized recording, reproduction, distribution, or sharing of instructional materials, classroom discussions, assessments, images, videos, or participant information may be prohibited unless expressly authorized by ICEAP or permitted by law.

ICEAP may retain online attendance records, participation records, instructional materials, or related administrative records for academic, compliance, quality assurance, or regulatory purposes in accordance with institutional policies and applicable legal requirements.

8. Accessibility and Student Support

ICEAP will make reasonable efforts to support student access to online and hybrid learning environments consistent with institutional resources, academic requirements, and applicable legal obligations.

Students experiencing technological difficulties, accessibility barriers, or academic challenges are encouraged to contact ICEAP administration or instructional staff as early as possible.

9. Compliance with Institutional Policies

Students participating in online or hybrid learning remain subject to all applicable ICEAP policies, procedures, academic standards, attendance requirements, refund policies, student conduct expectations, and student record policies.

Failure to comply with institutional policies may result in academic or administrative action in accordance with ICEAP policies and applicable regulatory requirements.

10. Policy Review and Amendment

ICEAP reserves the right to revise, amend, interpret, or update this policy from time to time to maintain compliance with applicable laws, Ministry requirements, institutional standards, operational needs, and regulatory obligations.

The most current version of this policy may be published through institutional communication channels, student materials, or the ICEAP website.

Name of Student:
Signature:
Date:

