

Policy Title: Visual Confirmation Policy

Policy ID: 2-227

Approved by: Vice President, Academic; Registrar.

Executive(s) Responsible: Vice President, Academic

Administrator(s) Responsible: Academic Director; Program Management

Revision Date: August 14th, 2024

Effective Date: July 2023

Next Review Date: August 2025

Background and Scope

Visual confirmation is the process and mechanism by which the institution ensures that students and faculty can see, hear, and communicate with each other in real-time using audiovisual technology.

This policy applies to all students taking their course load online, in whole or in part, and to the faculty and administrators delivering such programming.

Purpose of the Policy

The purpose of this policy is to define active student participation during online learning and the methods by which attendance in this regard is tracked. The policy articulates guidelines for interpreting differing degrees of student presence in a virtual classroom and the next steps should their participation be deemed unsatisfactory.

Definitions

Active Participation: *Active participation includes attending scheduled classes, engaging in discussions, completing assignments, and being visibly attentive and responsive during online sessions. Students are expected to have cameras on and participate actively through verbal or chat contributions.*

Visual Confirmation: *Verification of a student's identity and participation in a virtual classroom through the simple act of seeing and hearing them in the online teaching environment.*

Non-Attendance/Partial Attendance: *Failing to attend scheduled classes, signing off early without prior notice, or failing to maintain visual confirmation for the required duration.*

Policy Statements

1. Students must maintain visual confirmation for at least 80% of each class session to ensure active participation. This means keeping their cameras on to verify their identity and confirm their engagement. The duration may vary depending on the course and will be communicated by the faculty.

2. Active participation is demonstrated by consistent attendance, timely submission of assignments, and active engagement in class activities. The faculty will set specific course specific limits for what constitutes active participation, including participation in discussions, group work, and other interactive elements.
3. Attendance will be tracked through a combination of login records, visual confirmation, and participation in class activities. Instructors will regularly check attendance at various points during the class, including at the beginning, after breaks, and at the end.
4. If a student does not attend and participate in the whole of an online session, this constitutes non-attendance or partial/incomplete attendance. This will affect their overall attendance record and may impact their participation grade if appropriate.
 - 4.1. If a student signs off after a break or in the middle of an online session, they will be marked as having incomplete attendance for that session.
 - 4.2. Students signing in midway through the class will be considered late. Their attendance status will reflect partial attendance for that session, and repeated occurrences may result in academic penalties.
 - 4.3. A student is considered late if they sign in more than 10 minutes after the start of the class. Repeated lateness may, if appropriate, reduce the student's participation grade.
5. Attendance will be checked at the beginning, after breaks, and at the end of each class. Faculty may also perform random attendance checks during class sessions to ensure continuous participation.
6. Students will be notified if they fail to meet attendance requirements after three instances of non-attendance or late attendance. Continued non-compliance may result in further academic consequences, including a warning, academic probation, or, in severe cases, dismissal from the course. Please refer to the Attendance Policy for more information.
 - 6.1. Non-attendance is determined when a student fails to attend more than 20% of scheduled classes, does not participate in mandatory activities, or fails to respond during visual confirmation checks.
 - 6.2. Lateness is determined based on the time elapsed since the start of the class. A specific time frame (e.g., 10 minutes) will be used to categorize a student as late. Frequent lateness can affect a student's participation grade, if applicable, and may trigger additional academic interventions.

Related Policies

| Policy Name | Policy Number |
|------------------------|---------------|
| Attendance Policy | 2-202 |
| Hybrid Learning Policy | 2-225 |

Document History

| Date | Approval/Review/Key Change(s) |
|--------------------------------|--|
| August 14 th , 2024 | Updated to Trebas policy template by Academic Excellence |
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