



## ACADEMIC AFFAIRS POLICY

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**NUMBER/TITLE:** AA-125, VIDEO CONFERENCE AND ATTENDANCE

**Covered Individuals:** All Students

**Covered Locations:** All Locations

**Effective Date:** August 28, 2023

**Strategic Priority:** SP1.1.b

**HLC:** Criterion 2E

**Consultations:** CAO, VPETF, Registrar,  
Deans, Director of FA, Faculty (Academic  
Affairs Committee)

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### POLICY STATEMENT

Students are expected to attend class via the learning experience in which they are registered for a course: In Face-to-Face, Hybrid, and Video Conference Courses; **with instructor consent**, students may attend the course via synchronous video conference (i.e., Zoom) and be counted present for attending the class session for up to two consecutive class periods.

### PURPOSE

To define acceptable use of video conferencing for Face-to-Face, Hybrid, and Video Conference courses to count towards attendance for a class session.

### DEFINITIONS

*Attendance:* Attendance is considered actively engaging in a course. Active engagement is defined specifically by the learning experience:

*Face-to-Face Course:* Validation of attendance for a face-to-face course occurs when a student is present for a regularly scheduled class during the designated time.

*Hybrid Course:* Validation of attendance for a hybrid course occurs when a student is present for a regularly scheduled class during the designated time and/or has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

*Video Conference Course:* Validation of attendance for a video conference course occurs when a student is present for a regularly scheduled class during the designated time and location and/or has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

### POLICY IMPLEMENTATION

Faculty will record a student as attending a face-to-face, hybrid, or video conference course if the instructor gives consent for the student to attend via video conference and the student attends the course session via video conference.

Students who request to attend class outside the registered method for more than two consecutive class periods will be required to provide documentation to accommodate such a request.

International students must meet attendance guidelines to maintain visa status. Faculty should consult the International Services Coordinator to grant an exception to the two-day maximum for International Students.

**CUSTODIAN**

Chief Academic Officer (CAO)

**RELATED DOCUMENTS, FORMS, AND POLICIES**

AA-124, Course Non-Attendance Policy

**HISTORY**

New/Revision Number	Date of Action/Approval	Revision Change
AA-125	5/17/2023	New Policy; PC approved.