

Classification: Academic Affairs

Approving Authority: President

Responsible Authority: Vice President of Academic Affairs

Implementing Authority: College Deans, Department Chairs

Effective Date: May 2026

Review: April 2029

Virtual and Online Teaching & Learning - Policy & Procedures

1.0 Purpose

- 1.1 This Policy ensures academic continuity at AUIB during extraordinary circumstances—including security conditions, civil unrest, public health emergencies, infrastructure failures, or other campus-wide disruptions—that prevent or limit face-to-face instruction. It also establishes standards for approved hybrid or online delivery outside emergency periods.

2.0 Scope

- 2.1 This Policy applies to all AUIB colleges, departments, and academic programs; all faculty members, whether full-time, part-time, visiting, or adjunct; all students enrolled in affected courses; and all staff supporting academic delivery, student services, instructional technology, labs, clinical instructional facilities and academic administration.

3.0 Definitions

- 3.1 On-Campus Instruction - Instruction delivered in person at AUIB facilities.
- 3.2 Virtual Learning - Instruction delivered through approved digital platforms when in-person teaching cannot proceed normally.
- 3.3 Online Learning - Course delivery in which all instruction, activities, communication, and assessment occur through AUIB-approved digital tools and the LMS.
- 3.4 Synchronous Instruction - Live instruction delivered at scheduled times via an approved platform (Microsoft Teams) with Canvas as the LMS.
- 3.5 Asynchronous Instruction - Instruction not requiring simultaneous participation; may include recorded lectures, readings, discussions, and assignments completed within stated deadlines on the Learning Management System officially adopted by the university. C.
- 3.6 Hybrid / Blended Delivery - A temporary combination of in-person and virtual instruction when full normal operations are not possible or advisable. May be adopted for programs offered in collaboration with foreign partner institutions, subject to President approval and MOHESR permission.
- 3.7 LMS - Learning Management System. AUIB's approved platform is Canvas.
- 3.8 SIS - Student Information System. AUIB's approved platform is Campus Solutions.

4.0 Policy

- 4.1 AUIB is fundamentally an in-person institution. During extraordinary circumstances, the President—upon recommendation of the VPAA and in consultation with university leadership—may temporarily activate virtual or online delivery to protect instructional continuity and student academic progress.
- 4.2 Activation may apply AUIB-wide, to one or more colleges or programs, or for a defined emergency period. The VPAA shall issue implementation guidance including effective dates, duration, and instructional expectations.
- 4.3 All courses delivered under this Policy shall maintain academic standards, approved learning outcomes, faculty engagement, and assessment quality equivalent to those expected in face-to-face instruction. Emergency virtual delivery does not permanently convert a course or program to an online format.
- 4.4 All instructional activities must make effective use of AUIB-approved platforms: Canvas (LMS), Microsoft Teams (synchronous sessions), VitalSource (digital textbooks), and Campus Solutions (SIS).
- 4.5 Synchronous sessions are mandatory on the same timetable as the in-person schedule. Any change to synchronous delivery or shift to asynchronous format requires written approval from the College Dean and the VPAA and is strictly limited.
- 4.6 Formative assessments, midterms, and final examinations are administered in-person on the AUIB campus. No midterms or final examinations may be conducted online. Exceptions require VPAA approval and are rarely granted. Faculty shall coordinate with their Department Chair and/or Dean for the printing, proctoring, and correction of all examinations.
- 4.7 Laboratory sessions must be conducted on the AUIB campus unless explicitly approved in writing by the VPAA. Final assessments for laboratory courses must be held in person. Faculty may not substitute in-person labs with online instruction without prior written authorization.
- 4.8 Faculty and students are required to use AUIB-approved systems. Faculty teaching fully online or hybrid from off campus must sign a Remote Teaching Agreement Form and receive full approval before departing or beginning off-campus instruction.
- 4.9 Attendance in virtual or online learning is measured by documented academic engagement—not merely by logging into the system. At least one measurable academic activity per week is required in each course.
Faculty are expected to monitor participation and follow up, or report concerns through the appropriate AUIB academic channel, when a student ceases to engage academically.
Acceptable evidence of engagement may include:
 - (a) attending a live class session where participation can be verified;
 - (b) submitting an assignment;
 - (c) completing a quiz or an in-class assignment;
 - (d) posting in an academic discussion;
 - (e) participating in an instructor-directed learning activity; and
 - (f) initiating academic communication with the instructor regarding course content.
- 4.10 Chairs and Deans have access to all Canvas courses and may review content or join online class sessions at their discretion.

- 4.11 All students remain subject to AUIB's Academic Integrity Policy. Cheating, impersonation, unauthorized collaboration, misuse of artificial intelligence tools where prohibited, unauthorized recording, and distribution of course materials without permission are prohibited.
- 4.12 Assessment during virtual instruction shall remain aligned with course learning outcomes and may include short quizzes, papers, projects, presentations, discussions, practical assignments, or other appropriate methods. AUIB may require reasonable identity verification measures, including secure login credentials, student ID checks, oral confirmation, monitored assessments, or other approved procedures, as appropriate to the course and assessment type.
- 4.13 If virtual or online instruction extends for a prolonged period during a semester, students may be offered a Pass/Fail grading option in lieu of a letter grade for affected courses. Where this option is made available, AUIB shall communicate the deadline by which students must elect Pass/Fail, which shall be no later than one week before the start of the final examination period. Elections are final once submitted and must be approved through the Office of the Registrar.
- 4.14 Live class sessions must be recorded when pedagogically or operationally appropriate, subject to AUIB privacy and data protection rules. Students shall be informed that recording is taking place. Recordings shall be stored through approved AUIB systems and used only for legitimate academic or administrative purposes.

5.0 Procedures

Faculty Responsibilities

- 5.1 Teach through AUIB-approved systems (Canvas and Teams);
- 5.2 Share Teams session links with their Department Chair and/or Dean;
- 5.3 Maintain a clearly organized Canvas course site including the syllabus, weekly schedule, course materials, assessment requirements and grades, and instructor contact information;
- 5.4 Acknowledge student academic inquiries within one business day, or within a timeframe communicated clearly in the course syllabus;
- 5.5 Grade assignments and provide feedback within 10 business days;
- 5.6 Post virtual office hours on Canvas and hold them regularly;
- 5.7 Monitor student participation and follow up, or report concerns through the appropriate AUIB academic channel, when a student ceases to engage;
- 5.8 Refer students with academic or wellbeing concerns to the appropriate AUIB office;
- 5.9 Ensure personal technology is functional prior to each class session;
- 5.10 Coordinate with their Department Chair and/or Dean for the printing, proctoring, and correction of all in-person examinations; and
- 5.11 Comply with AUIB accessibility, copyright, privacy, and academic integrity requirements.

Student Responsibilities

- 5.12 Check AUIB email and Canvas regularly;
- 5.13 Attend all required live sessions and complete assigned asynchronous work on time;

- 5.14 Keep cameras on and maintain respectful conduct and professional language during live sessions;
- 5.15 Use Canvas, VitalSource, and related platforms as directed;
- 5.16 Ensure access to a functioning device and reliable internet connection, and notify the instructor promptly of any technical difficulties;
- 5.17 Communicate promptly with instructors regarding any circumstances affecting participation;
- 5.18 Protect their own login credentials and course access;
- 5.19 Not record, share, or distribute lectures, course materials, or assessments without authorization.
- 5.20 Faculty who wish to teach fully online or hybrid from off campus must submit a completed Remote Teaching Agreement Form, signed by the Department Chair and/or Dean, before departing or beginning off-campus instruction. The VPAA retains final approval authority.
- 5.21 The VPAA, in coordination with AUIB colleges and support units, shall oversee implementation of this Policy. The Office of Institutional Effectiveness (OIE) will monitor student participation patterns, faculty and student feedback, technology performance, and support service effectiveness during any activation period.
- 5.22 Exceptions to this Policy may be granted by the VPAA where justified by the nature of the course, program accreditation requirements, laboratory or clinical needs, or documented student circumstances.

Related Policies and Documents

Academic Integrity Policy
Remote Teaching Agreement Form
Attendance Policy
Student Code of Conduct
Canvas and Teams User Guides (OIE)
Employee Conduct, Discipline, and Appeals Policy
Students' Academic Integrity and Misconduct