

Policy Title: e-Learning in Graduate Studies

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Policy Sponsor	Dean, Research, Assessment and Graduate Studies		
Date Approved:	May 28, 2026	Effective date:	May 28, 2026
Date Last Reviewed:	May 28, 2026	Date of Mandatory Review (expiry date):	May 2031

1. POLICY

1. GENERAL

The rights, responsibilities, and expectations that govern students are set out in the institution's established academic, employment, and institutional policies and procedures, which apply consistently across all delivery modes.

2. TECHNOLOGICAL REQUIREMENTS AND COMPETENCE

Baseline Skills: To participate effectively in online learning, students are expected to have foundational digital skills and the ability to navigate common online learning technologies. This includes:

- using a learning management system
- participating in video-conferencing platforms
- accessing and submitting digital course materials
- communicating professionally via email and discussion forums, and
- managing files in standard digital formats.

Students must be knowledgeable and comfortable troubleshooting basic technical issues, such as audio or connectivity problems, and know when and how to seek support when needed. These baseline skills support active engagement, timely participation, and successful completion of course requirements.

Minimum Technology Requirements: The minimum device, hardware, and software requirements applicable to e-learning are published in the Graduate Student Handbook, available upon offer of admission.

3. DELIVERY FORMATS

- **In person courses** are delivered on campus in a physical classroom or learning space at scheduled times. Students are expected to attend classes on site and participate in face-to-face learning activities.
- **Online/Virtual courses** are delivered entirely through digital platforms and do not require on campus attendance. Instruction, learning activities, assessments, and communication occur through the learning management system and video conferencing platforms. Online courses include both asynchronous activities and scheduled synchronous components. Virtual courses require active participation during live sessions.
- **Hybrid courses** combine in person and online learning components. Students participate in a mix of on campus classes and online activities, which may include both asynchronous and synchronous elements. The balance and structure of in person and online components are defined by the course.
- **Synchronous learning activities** are instructional activities in which learners and instructors participate at the same time, either in person or through real-time digital platforms. These activities are scheduled and require simultaneous engagement, allowing for immediate interaction, feedback, and collaboration.
- **Asynchronous learning activities** are instructional activities that learners complete independently and at their own pace, without requiring real-time interaction with instructors or peers. These activities provide flexibility in when and where learning occurs. Asynchronous activities may have deadlines for completion.

4. EXPECTATIONS FOR SYNCHRONOUS ONLINE PARTICIPATION

In addition to the institution's primary policies, students participating in synchronous online learning activities are required to:

- **Use video:** Students are expected to have their cameras on to support engagement. If this is not feasible, students must notify Student Services and receive accommodation. For one-time situations (e.g., illness) where a student wishes to participate without being on camera, the student must notify the instructor in advance.
- **Respect privacy:** Students are expected to attend online classes from a private and quiet setting, not public or communal spaces. This will support a safe and trusting learning environment, open discussion and will protect the confidentiality of the learning environment.
- **Refrain from recording instructional activities:** Students may not record and/or distribute any portion of an educational activity without the expressed consent of the instructor, guests and all other students in the class. This includes but is not limited to lectures, presentations, private and public chats.

Details are outlined in the Recording of Lectures and Other Instructional Activities (Lecture Capture) policy.

5. EXPECTATIONS FOR SYNCHRONOUS ASSESSMENTS

Students must ensure they have a stable internet connection, a suitable environment, and functioning audio and visual equipment prior to the assessment. They should be situated in a private and quiet location to support focus, confidentiality, and respectful participation. Students are expected to be present on camera.

6. VIRTUAL EXAMS

Exams that are to be delivered and proctored virtually must adhere to the terms of the Examinations policy, and the Virtual Examination Guide.

2. PURPOSE

CMCC is committed to equitable treatment for all students, and consistent application of its policies, regardless of whether the student studies on campus, online, or in a hybrid format.

Students studying online are held to the same academic standards and are provided with equitable access to academic, technical, and student support services as those studying on campus. This e-Learning policy addresses conditions that influence the e-learning environment and is to be used in conjunction with CMCC's primary policies.

3. SCOPE

All graduate students.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations.

5. RELATED POLICIES (not a comprehensive list)

1. ACADEMIC MATTERS

- Academic Appeals
- Academic Calendar
- Accommodation for Students with Disabilities
- Admissions, Graduate Studies Programs
- Attendance - Students Code of Conduct (Institutional)
- Copyright and Intellectual Property
- Discipline – Students

- Examinations
- Examinations – Re-read
- Examinations – Supplemental
- Grades
- Graduate Student Handbook
- Recording of Lectures and Other Instructional Activities
- Research Manual
- Student Code of Conduct (Academic)
- Student Code of Conduct: Regulated Practice Student
- Registration - Graduate Studies Programs
- Virtual Examination Guide
- Withdrawal and Refund

2. STUDENT PROTECTION, WELL-BEING AND SUPPORT

- Accessibility
- Access to CMCC Health Sciences Library and Learning Resources
- Access to Student Information, Third Party
- Email - Employees
- Equity, Diversity and Inclusion (EDI)
- Inclusive Language
- Information Technology - Acceptable Use and Electronic Monitoring
- Information Technology - Device Security
- Occupational Health and Safety
- Personal Information Protection
- Privacy
- Student Complaints
- Workplace Harassment and Sexual Violence

6. DEFINITIONS

N/A

7. PROCEDURES

N/A

8. HISTORY

New Policy Approved (date):	May 28, 2026
Policy Revision History (dates):	

9. ATTACHMENTS

None.