



LEARNING MANAGEMENT SYSTEM COURSE RETENTION POLICY

Effective:	[Leave this date blank.]
Prior Versions:	Unknown
Responsible Office:	The Office of Distance Education (ODE) implements and administers the policy/procedure in detail. The Chief Information Officer (CIO) will assist ODE with administering this policy.
Review By:	[Date will be assigned by Executive Policy Committee]

I. PURPOSE

The primary purpose of the Learning Management System (LMS) is to provide a method for delivering content and tools that are used to enhance the teaching and learning environment during a given academic period. The purpose of this policy is to define the retention duration of a course housed in the university LMS before it is deleted.

II. POLICY

LMS courses will be retained for 5 years from the end date of the term in which they were taught and then be permanently deleted. Upon e-mail request, faculty will have the option to retain older courses if they wish.

III. APPLICABILITY

This policy applies to all AUM courses housed within the LMS.

IV. RESPONSIBILITY

The Office of Distance Education (ODE) implements and administers the policy/procedure in detail. The Chief Information Officer (CIO) will assist ODE with administering this policy.

Policy Responsible Office: Office of Distance Education

Policy Responsible Executive: Chief Information Officer (CIO)

V. DEFINITIONS

Learning Management System (LMS) provides course management (the creation and delivery of dynamic courses, content management, and the ability to record and analyze student progress) into an integrated learning environment. It creates a learning environment that parallels the physical classroom.

VI. PROCEDURES

- Deleting a course site permanently removes it from the LMS system so that it is no longer accessible. When a course site is deleted, it is automatically removed from a user's course list.
- All materials that are stored in the LMS course site are deleted. This includes all files, grades, assignments, quizzes, surveys, links and anything else associated with the course site that is stored in the LMS database and file system areas. The course instructor is responsible for following the AUM Document Retention policy.
- Content stored outside of the LMS and linked from within the course website is also deleted. Faculty should save links, articles and other items to a local hard drive if they want to retain previous course materials.
- The Director of ODE handles exemptions on a case-by-case basis. Conversely, an instructor may request that a course be deleted sooner than five (5) years from the end of a course.
- Faculty may re-use materials from previous courses in newer courses.
- Faculty may keep a copy of their materials outside of the LMS. It is recommended that faculty archive any course materials that should be kept for more than 5 years.
- Backups and copies of course materials need to be secured and handled in accordance with AUM's Data Classification policy as well as other applicable policies and regulations.
- Banner is the official repository for all student grades. Faculty may not download or retain student data.

VII. INTERPRETATION

The Office of Distance Education has the authority to interpret this policy.