

# COLUMBUS STATE UNIVERSITY

Policy Name:	Course Materials to be Posted in the University Learning Management System
Policy Owner:	Provost and Executive Vice President
Responsible University Office:	Office of the Provost and Executive Vice President
Approval Date:	March 30, 2020
Effective Date:	March 30, 2020
Revisions:	None
Policy Number:	TBD
Related Policies:	None

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## **I. PURPOSE AND SCOPE OF POLICY**

This policy is designed to facilitate instructional continuity when situations occur that create disruption in education. This practice supports student success by establishing a common platform available to all CSU students as well as the awareness of where students can go to find basic course information and their current course grades; this empowers students to maximize course participation and have informed discussions with advisers and mentors.

This policy applies to all university faculty for all courses, whether delivered online or in a face-to-face format, unless an exception has been recommended by the chair of the department offering the course and approved by the dean of the college.

## **II. DEFINITIONS**

**Learning Management System** – Refers to a software tool for administering, organizing, managing, and delivering online instruction.

## **III. POLICY**

The following materials will be maintained in the university's official Learning Management System (LMS) for each course section:

- Syllabus, including all information specified in the CSU Faculty Handbook

- Statement of accommodation and access, as approved by the Director of the Center for Accommodation and Access
- Title IX statement, as approved by the Title IX Compliance Coordinator
- Tentative course schedule
- Major assignments
- Gradebook

**Exceptions:** It is expected that the nature and format of some courses is such that utilization of the LMS to maintain some of the specified course materials are not appropriate or feasible (e.g. internships, clinical placements, student teaching). The department chair may recommend an exception to the required materials for a specified course or set of courses, with approval granted by the dean of the college in which the course is offered.

#### **IV. PROCEDURES**

If a department chair recommends that a particular course not be required to post some, or all, of the specified course materials in the LMS, then the chair must submit a written recommendation to the dean identifying the materials to be excluded, a statement of the rationale for excluding them, and identification of the semester when the exception should begin. If the dean approves, she/he will sign and date the recommendation. A signed copy of the approval will be retained in the dean's office and a copy will be provided to the department chair. The approval applies to all future offerings of that same course unless otherwise noted.

#### **V. RELATED BOARD OF REGENTS POLICIES**

NONE


#### **VI. LINKS**

NONE

For the Office of the President

Response: Approved

Signature: \_\_\_\_\_

  
Christopher L. Markwood, Ph.D., President

Date: March 30, 2020