

Course Continuity Policy

POLICIES

Issued: May 15, 2025

Responsible Official: Provost and Vice President for Academic Affairs

Responsible Office: Academic Affairs

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Policy Statement

It is the policy of Austin Peay State University to provide direction, based on best practice, regarding required use of the University's Learning Management System (LMS) for every course, regardless of course modality. The required content described in this policy ensures course continuity and applies to all full-time instructors, full-time tenured or tenure-track faculty, and part-time/adjunct instructors.

Purpose

In the event that an instructor cannot complete course instruction, an alternate instructor must be able to assume responsibility for the course with minimal disruption to students. An alternate instructor may be required in circumstances such as severe illness, incapacitation, death, or termination. Additionally, course continuity requirements will assist chairs and deans who need to resolve an "Incomplete" grade or grade appeal if the instructor is not available or is no longer employed at the university. In these circumstances, minimum requirements for use of the University's LMS are essential for course continuity.

Procedures

Course Continuity

To ensure course continuity in the event that an assigned instructor cannot continue to teach their course, a syllabus and populated gradebook are required to be posted in the University's LMS. Faculty must use the provided syllabus template linked through the LMS. The syllabus must be complete prior to the opening of the course in the University's LMS, in accordance with the schedule determined by the Provost for the opening of the University's LMS courses each term.

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All grades for evaluated work are required to be posted in the University's LMS so that an accurate recording of grades is available.

Links

Course Syllabus Section of the Faculty Handbook <https://www.apsu.edu/academic-affairs/faculty/faculty-handbook-printable.pdf>

Revision Dates

APSU Policy 2:067 – Rev.: May 15, 2025
APSU Policy 2:067 – Issued: April 11, 2022

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
