

Policy X:XXX Course Continuity Policy

Policy Statement

This policy provides direction, based on best practice, regarding required use of the Learning Management System (LMS) for every course, regardless of course modality. The required content described in this policy ensures course continuity.

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 LMS are essential for course continuity.

Procedures

To ensure course continuity in the event that an assigned instructor cannot continue to teach their course, a syllabus and gradebook are required to be posted in the LMS. The ADA complaint syllabus must be posted prior to the opening of the course in the LMS. The syllabus must include all items listed in the Course Syllabus section of the Faculty Handbook including the Basis and Methods for grading.

Grades are required to be posted in the LMS prior to work being returned to students, so that an accurate recording of grades is available. An accurate and current grade calculation must be available to all students enrolled in the course at any time.

Link to Course Syllabus section of the Faculty Handbook:

https://www.apsu.edu/academic-affairs/faculty/faculty_handbook/course-syllabus.php