Accessibility of Expired Courses in Blackboard – Undergraduate Courses

I. POLICY:

It is the policy of Adams State University (ASU) to provide access to courses within Blackboard for up to one year after the completion of the associated term to coincide with the grade challenge window. Courses will only be visible to students and instructors during their active term but will remain in the system for one year after the associated term expires. AITC will not be able to restore or access a course or its contents, including the transfer of content from one course to another, if the source course has been expired for more than one year. This policy pertains to actual courses only and excludes template, developmental or master courses.

II. PURPOSE:

The purpose of this policy is to provide guidelines for the storage and accessibility of courses within the Blackboard Learning Management System. The institution's license for Blackboard is based on space and the number of active users. This policy will allow us to maintain only active courses in the system and manage our space usage and number of active users. When expired courses are restored, its users become active and count against our number allotted by our license.

III. DEFINITIONS:

A. Blackboard: Adams State University’s institutionally supported Learning Management System.
B. Active user: Any user in Blackboard that is enrolled in one or more active course.
C. Associated term: The assigned academic term for a course.
D. Expired course: A course that is associated with a completed academic term.
E. Source course: A course within the Blackboard platform that serves as a template for another course.

IV. PROCEDURES:

A. At the completion of each academic term, courses associated with that term are no longer visible and accessible for instructors and students. At the request of the instructor, an expired course can be made visible and accessible for the instructor and/or students of that course up to one year of the course expiration date.

B. To gain access to a course that has been expired for less than one calendar year, the instructor of record or department chair must submit a written request writing to the Academic Instructional Technology Center via email to asaitc@adams.edu. The request should include the following information:
   a. Who needs access? (instructor(s) only, a specific student and instructor(s), or all students and instructor(s)
   b. The nature of the access. (e.g. student grade challenge, student needs to finish an incomplete etc.)
   c. The duration the course needs to be accessible.
   d. If the instructor requires that content be transferred from one course to another and does not need access to the original course, then in lieu of an email, a course content transfer form must be
submitted. This form can be found via the Blackboard link on the Academic Instructional Technology Center’s website: ait.adams.edu. Content can only be transferred from one course to another within a year of the course’s expiration date.

V. RESPONSIBILITY:

A. It is the responsibility of the instructor to contact AITC to gain access to an expired course. The department chair or senior administrator may contact AITC in lieu of the instructor to request access.
B. It is the responsibility of AITC to grant the written request if the course has been expired for less than one calendar year.
C. If an instructor wishes to have content accessible outside of the above mentioned time frame, Blackboard allows for the archiving of courses locally and .zip files can be stored by the instructor for later use. This process is the sole responsibility of the instructor. AITC will provide information on this process when requested by the instructor.

VI. AUTHORITY:

VII. HISTORY:
Effective Date December 12, 2012
Reviewed November 13, 2013
Reviewed March 10, 2015

VIII. ATTACHMENTS: