Access to Course Sites Policy

Policy Name: Access to Course Sites

Policy Purpose

This policy specifies who may grant access to a Course Site and when it is appropriate for Information Technology Services to manually add a user to Course Sites within the learning management system.

Applicability

This policy is applicable to ETSU faculty and staff.

Responsible Official, Office, and Interpretation

The Chief Information Officer is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of Information Technology. The Chief Information Officer has the final authority, in consultation with the Office of University Counsel, to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Course Site

An electronic course site maintained in the University's learning management system. Course sites may contain course content, assignments, discussions, tests, and student submissions of work.

Instructor of Record

The individual designated by the academic unit as the primary person responsible for the course content and delivery of direct instruction in a term.

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Only the Instructor of Record for a course has the authority to allow access to the Course Site. Information Technology Services (ITS) may make manual changes to course enrollment access if: (1) there is a problem with the automatic process; or (2) in the event of an emergency or immediate university need to ensure the continuity of a course and the best possible student experience.

It is in the Chief Information Officer for Information Technology Services or their designee's sole discretion to grant or deny a request for access or revision to a Course Site. As needed, the Chief Information Officer for Information Technology Services may consult with the Provost.

Procedures

1.   Instructor of Record.

Academic departments assign the Instructor of Record and control access to the learning management system course sites through an integration with our Student Enterprise Resource Planning System (Student ERP). The Instructor of Record is electronically extracted from the Student ERP and automatically inserted into the learning management system.

2.   Grant of Access by IT.

In the event of an emergency or immediate university need to ensure the continuity of a course and the best possible student experience, and the Instructor of Record is unable to provide access, the college dean may gain access to a learning management Course Site by submitting a written request to the Chief Information Officer for Information Technology Services or their designee.

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Applicable Forms and Websites

N/A

Authority and Revisions

Authority: TCA § 49-8-203, et seq.

Previous Policy: Instructor Access to Course Site Policy (October 2008)

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the Policy Development and Rule Making Policy webpage.

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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