Academic Policies/Guidelines for WVU eCampus Learning Management System

Courses
Any course request for eCampus must meet the WVU policies for credit courses. This is available on the WVU Intranet at the Faculty Senate Curriculum Committee website. Faculty requesting non-credit courses in eCampus must meet criteria through WVU Continuing Education.

Start and End Dates
Courses using eCampus must post accurate begin and end dates in BANNER and must be listed in the term in which they begin. eCampus sections on-campus shall not begin prior to the first published day of the term. Off-campus and online eCampus sections that need to begin prior to the first day of the term, should submit the requested beginning date in BANNER. Sections outside the approved time period may be flagged for justification. See this State Code link:


The citation is Code 18B 10-1 (h).

Midterms and Final Exams
The proposed means to manage concurrent demand on WVU eCampus is that the instructor (or unit POC) of any large enrollment class (over 75 students) with concurrently scheduled testing in eCampus submit a Service Desk Ticket that notifies eCampus staff of the time, date and duration of the exam. WVU eCampus Administration will examine requests and forward any load balancing concerns to eCampus Management. If it is determined that examinations may be impacted by concurrent system usage, the instructor and dean will be notified with alternative time suggestions or possible examination alternatives. As system usage is monitored, further recommendations may be forthcoming. Also noted, current examinations scheduled in WVU labs should also be reported.

Grades
At this time, grades in eCampus will not automatically be transferred into STAR. Final grades are to be entered in Web for Faculty (STAR) within 48 hours after the end of the final examination.

RNP (Registered not Paid)
Student assignments and data will be hidden from courses if they have not paid by the second week of the term. Notices will be posted on the eCampus log-in page and students will receive an email in their MIX account or other notifications that their account is in arrears prior to removing visibility of the student and their work from individual eCampus courses.

Dropping a Course
Students must properly withdraw from a course. Simply not attending a class or failing to log in to a course in eCampus does not constitute a formal withdrawal. See the Office of the University Registrar’s
rules on dropping a course. Students may withdraw from a course through the STAR System. Coursework of students who have formally withdrawn from the University or from an individual course will remain in eCampus even though their name will be hidden on the course roster.

Request of Data for Research or Reports
Any request of data from eCampus for research or reports must be accompanied by a letter identifying the data fields requested, timeframe, and other appropriate parameters. The letter must contain appropriate approvals (College, IRB, etc.). Data request letters should be directed to the Associate Vice President of Academic Innovation, PO Box 6800. A minimum of 3 weeks is required for processing.

Crosslisting
Crosslisting of courses that have the same time, date and instructor should be identified in BANNER. Crosslisting requests will only be processed prior to the first week of courses of any initial term. Departments may not cross-list over two or more levels, i.e., a 300-level course may not be cross-listed as a 500-level course; a 400-level course may not be cross-listed as a 600-level course. Crosslisting may not occur between for-credit and not-for-credit courses.

Guests & Visitors
As of Spring 2006, faculty requesting the addition of guest speakers or course visitors who are not registered WVU students should submit an ITS Service Desk Ticket. The guest’s name, email address and the timeframe for the “visit” must be included in the Ticket. Blackboard Collaborate is a software option that will permit faculty to add guest speakers in online forums outside of but linked to eCampus. Faculty must have Blackboard Collaborate training to utilize.

FERPA
The Family Educational Rights and Privacy Act of 1974 is a federal law which states: a) that a written institutional policy must be established; and b) that a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain the confidentiality of student educational records.

WVU accords all the rights under the law to students who are declared independent. No one outside WVU shall have access to nor will WVU disclose any information from students’ educational records, without written consent of students except to personnel within WVU and the West Virginia Higher Education Policy Commission; to persons or organizations providing students’ financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with judicial order; to organizations conducting studies for, or on behalf of, education agencies or institutions for the purpose of developing, validating, or administering predictive testing student aid programs, and improving instruction; and to persons in an emergency in order to protect the health or safety of students and or other persons. All of these exceptions are permitted under the act.

Instructional & Graphic Design Assistance
WVU iDesign provides instructional design and multimedia services and assistance to faculty in the development of effective teaching and learning strategies. Both on-campus and online courses that are listed in the Official Course Catalog with assigned subject code and number may receive instructional & graphic design support iDesign. Services are available to WVU faculty and addressed within available staff resources. Non-credit courses in eCampus must be approved through WVU Academic Innovation.

Guidelines for Roles in WVU eCampus
❖ Persons with Instructor access in WVU eCampus courses must be identified in BANNER.
❖ Courses that are team taught must have percentages of instructional assignment for each instructor identified in BANNER.
❖ Program advisors/supervisors may be enrolled in the Teaching Assistant Role and must sign a Code of Confidentiality.
❖ Courses that have more instructors or course builders than there are students may require written justification.
❖ All Teaching Assistants and non-instructional faculty must complete a Code of Confidentiality prior to course access.