



## Administrative Policy

Policy Title:	<b>JetNet Course Archive</b>
Policy Number:	LC_1612
Date Adopted:	9/17/2012
Version:	4.0
Review Cycle:	Annually
Date Last Reviewed	12/10/2015
Office Responsible:	Information Technology
Reviewing Committee:	
Related Policies:	
Related Laws:	

### **Policy Summary: JetNet Course Archive**

The purpose of this policy is to establish standard procedures to provide optimal operation, service and support of Jackson College's learning management system (JetNet).

### **Scope**

This policy applies to all JetNet users.

### **Definitions**

JetNet: Jackson College's learning management system currently being operated on Moodle, hosted by Moodlerooms.

Learning Management System (LMS): Software application for the administration, documentation, tracking, reporting and delivery of education courses or training programs.

### **Policy Statement**

#### **Academic Courses:**

1. All courses are archived and removed from JetNet one year after the end of their original semester so that the system can operate efficiently.
2. Course archives will be kept for seven years. Faculty may request a copy of their archive(s) on removable media.
3. No guarantee is made that archived courses will be restorable on future versions of Moodle software.
4. Final grades entered into JetNet are not considered part of the official academic record. Only grades submitted to the registrar's office are considered official academic record.

Non-academic Courses (clubs, organizations, committees, etc.): These courses will be kept active until the owner requests the course to be archived or removed from JetNet. Course owners may archive their course content at any time and store it on their own computer, based on the needs of the represented group. Course creators may be contacted on a yearly basis by the JetNet administrator to determine whether the course is still in use.

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
9/18/2012	1.0	Initial Release	J. Jones
4/3/2013	2.0	Content Updates	J. Jones
9/30/2015	3.0	Bi Annual Review	
12/10/2015	4.0	Update for style guide	D. Schissler