



## Learning Management System Course Merge Policy

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Effective:	[Leave this date blank.]
Prior Versions:	Unknown
Responsible Office:	Office of Distance Education
Review By:	[Date will be assigned by Executive Policy Committee]

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### **I. PURPOSE**

To facilitate merging courses in the Learning Management System (LMS).

### **II. POLICY**

Courses may be merged in the LMS, if they are:

- Cross-listed courses
- Undergraduate and graduate courses taught at the same time and in the same modality.
- The same course, taught at same level, in the same modality, and by the same instructor in different sections.
- Lab courses

Merged courses are not to be used to change a faculty member's teaching load.

### **III. APPLICABILITY**

This policy applies to all courses that use AUM's official Learning Management System.

### **IV. RESPONSIBILITY**

The Office of Distance Education is responsible for merging courses in the Learning Management System.

### **VI. DEFINITIONS**

Course merge: The Course Merge feature the LMS allows multiple course sites to be merged into a single shell.

Learning Management System (LMS): A web-based software used to facilitate the delivery of online, face-to-face, and blended courses.

**VII. PROCEDURES**

1. Before the start of each semester, the faculty member of an assigned course will complete the “LMS Course Merge Form” found on the Office of Distance Education’s website.
2. The form is routed to the Office of Distance Education.
3. The instructor must be enrolled as the instructor in both the child and parent LMS courses to merge courses.
4. Both LMS courses must be listed in the same semester in the Course Catalog.

Failure to send in a “LMS Course Merge Form” before the start of the semester may result in a delay in having the courses merged.

**X. INTERPRETATION**

The Office of Distance Education will interpret this policy.