



# Learning Management System Course Site Deletion Policy

This document outlines standard course site retention and deletion practices and operating procedures in the University of Arizona's Learning Management System (LMS). It applies to all LMS course sites whose enrollments are governed by UAccess Student.

We will continue to investigate additional use cases that are happening inside the LMS and will update these procedures on as needed basis. These practices are also subject to change as storage capacity changes or University or State policies evolve.

## Course Deletion Schedule and Notification

LMS course sites linked to UAccess Student shall be permanently and irreversibly removed from the system after four years from the end of the term in which the course site was offered.

LMS administrators will delete courses that are four years old at the end of each semester. This process may take up to three weeks.

LMS administrators will check periodically with course site owners of Development (previously called Playspace) and Non-term course sites to determine whether those course sites are still necessary and delete them as needed. Development sites may not be requested as a storage solution for course content. It is a best practice for course management to copy your current course forward for the next term and then update it.

A course removal schedule is posted and viewable. General reminder notifications will be emailed to the active instructors list each semester, and an announcement will be posted on the LMS. The notification will provide an opportunity for instructors to export or copy forward course content.

## Instructor Responsibility

Individual instructors are responsible for managing their course sites, updating current sites, and exporting any course content co-owned by the instructor and the University that needs to be kept longer than four years. **Student data should not be saved.**