



CSL Online Education Program LMS Retention Policy

DISCUSSION

Centers for Spiritual Living Online Education Program utilizes a Learning Management System (LMS) for online classes. All students enrolled in an Online Education Program course are granted access to the course page within in the LMS and access course materials, discussion groups and submit any course assignments within this LMS. Upon completion of a course within the Online Education Program, it is requested that students download any personal material from the LMS that they wish to keep.

POLICY

CSL Online Education Program allows students access to the LMS throughout the duration of the course. Upon completion of the course, if students wish to obtain any personal information, assignments or materials from within the LMS, these materials should be downloaded within 4 weeks of the last day of the course. After this time, students will be removed from the LMS classroom for those courses that are complete and materials will be deleted. CSL does not keep any information or materials from within the LMS beyond the time limit detailed above. Students will not have access to completed courses or materials within the LMS after this time.

Questions about this policy can be directed to the Online Education Program Coordinator at mbrigham@csl.org.