UWL GUIDELINES REGARDING ACCESS TO CANVAS COURSES
Approved by Dean's Council 8/29/2019

Granting access to Canvas (for credit) courses.

1. Instructor Preference
   1. Any instructor of record for a course can grant access to another UWL faculty or staff member. However, if the purpose of the access is to view the course materials, the addition should be done in a way that does not disclose current or former student information. The recommendation is to add the user in the observer role. An additional option is to copy the course and add the user to the course without student information.
   2. Current instructors can request guest user access to an individual outside of UWL (e.g., invited expert) by completing the miscellaneous email account form through HR. This process can take approximately 5-10 working days to complete.
   3. Any individual added in a role that involves viewing student information must proceed in a manner compliant with FERPA regulations.

2. Instructor no longer on campus.
   1. If an instructor has resigned or retired from UWL, and access to a course is needed in order to resolve a student-related issue, a request should be from the department chair to the Dean of the School/College who will approve/make the request to the LMS coordinator to allow the department chair access. Abrupt resignations (e.g., in the middle of term), should result in immediate approval to access the course.
   2. The department chair should attempt to provide a courtesy notification to the instructor if contact information is available.
   3. If a department chair is requesting access through the Dean, and the Dean does not agree with the need for access, the Provost will serve as the arbitrator.
   4. If access is needed to the course regarding course materials/content, the issue of intellectual property needs to be considered. Deans should lean toward instructor ownership unless a compelling case has been made by the department chair about what content needs to be accessed and why.
   5. Access to courses should not result any changes to the course unless the course is on-going during a current term and changes are warranted by a change in instructor as associated with an abrupt resignation or medical leave.

3. Medical leave.
   1. If an instructor is on medical leave, all reasonable attempts to gain verbal or written permission to access the course should be attempted. If the instructor is unable to give consent, the procedure indicated in #2 should be followed.

4. Access needed for disciplinary/legal reasons
   1. If there is a disciplinary or legal action in place, the Director of HR and the Provost should both provide permission for access by someone other than the instructor. The instructor should be notified.

Granting access to Canvas (non-credit) courses
The Associate Vice Chancellor or Vice Chancellor of Academic Affairs should approve access to non-credit courses. However, all Canvas courses must have a primary instructor who is a UWL faculty or staff member rather than a student. Any individual who is not the primary instructor who wishes to be removed from a non-credit course should be granted the request.