

UB-VII-5.13, Policy on Learning Management System (LMS)

Approved by UFS 7/21/2026

Reviewed by AG Office 7/16/2026

Approved by the President 7/21/2026

I. Overview and Purpose

The University of Baltimore (UBalt) is dedicated to providing a high-quality learning experience through clear course organization, accessibility, and student-centered design. This policy establishes baseline expectations for the use of the University-approved Learning Management System (LMS) to promote clarity, equity, and compliance across all courses.

II. Scope and Applicability

This policy applies to all faculty teaching courses at the University of Baltimore, across all modalities (in-person, synchronous, asynchronous, hybrid).

III. Definitions

LMS: A learning management system (LMS) is a software application that serves as a central platform for creating, managing, delivering, and tracking educational courses and training programs

IV. Guidelines and Standards

- a. Course Delivery
 - i. Faculty will use the University's official LMS for all course materials.
- b. Syllabus and Course Information
 - i. Post the syllabus, contact info, and office hours no later than one week before the course starts.
 - 1. Dean, or dean's designated representative, may grant exceptions, allowing for this information to be posted less than a week in advance.
 - ii. Update changes promptly.
- c. Course Content Availability
 - i. Provide course materials by or before dates given in the syllabus and/or LMS calendar.
- d. Assignments
 - i. Post all assignment descriptions, guidelines, and due dates in the LMS.
 - ii. The LMS will be used for any submission that can be submitted digitally.

1. In cases where an assignment deliverable is a tangible, physical item, or otherwise not reducible to a digital format, alternative submission methods outside of the LMS may be used.
2. In cases where assignments, or other course materials, are unable to be submitted on the LMS due to ethical or professional standards, alternative submission methods outside of the LMS may be used with Dean approval.

e. Grade Recording

- i. Record and communicate grades via the LMS Gradebook, or another university-approved system, as determined by the college; final grades must be posted in the student information system.

f. Accessibility Compliance

- i. Ensure all materials posted in the LMS adhere to [UBalt's Policy on Digital Accessibility UB-III-1.4](#) and [digital accessibility standards](#) and provide alternate formats as needed.

g. Data Security

- i. Materials uploaded to the LMS are subject to [USM](#) and [University's Information Technology Policies](#).

h. Intellectual Property.

- i. All course materials uploaded to the LMS must comply with all intellectual property laws, including without limitation, copyright laws, as well as the [UB-VIII-5.1 Policy on Intellectual Property](#) and the [UB-VII-5.3 Policy on the Use of Copyrighted Materials](#). Additional information on copyright compliance can be found here: https://ubalt.libguides.com/course_reserves_faculty/overview

V. Conclusion

This policy sets minimum expectations for organization and compliance in the LMS while allowing faculty autonomy in course content and methods. Support for implementation includes shared templates and training resources.