**Guidelines for Use of K Drive**

The expectation is that all courses in full-time post-secondary programs have a course shell on eConestoga that meets [minimum requirements](https://cms.conestogac.on.ca/sites/educational-technology/edtech/eConestoga%20Quick%20Guides/eC_Minimum%20Standards%20Checklist.docx?Web=1). This includes presentations, hand-outs and references to external sources of information. Prior to the College’s adoption of D2L as the learning management system and its integration into eConestoga, many faculty members were using the K drive for distribution of course material. That is no longer allowed except in exceptional circumstances.

Exceptional circumstances include, but are not limited to, the following situations.

* File size is too large (exceeds 500 Mb).
* Files are executable or batch files that reference other files and are used to set up a student’s G drive for a CAD course.
* Files are cross program files that are used by students who are not registered in the program (e.g., discontinued student) but are taking courses as a part-time student. In this situation a Program Shell would not provide the needed access.

In these circumstances, the following process to obtain K drive space is to be followed.

1. The faculty member explains to the academic chair why K drive use is required.
2. If in agreement, the academic chair requests K drive access for the faculty member by sending an email to the IT Service Desk.
3. Once the K drive folder is created, as the faculty member adds material to it, reference to this material and it’s applicability to the course/program is to be documented within the course/program eConestoga shell.
4. All materials placed on the K drive are subject to [accessibility requirements](http://www.conestogac.on.ca/accessibility-services/staff.jsp) as per the AODA.

**IT Services will begin cleaning up the K drive in the winter 2016 semester. Folders that are not approved by an academic Chair will be deleted. Faculty have until the end of January, 2016, to obtain this approval. The College and IT Services will not be responsible for lost content after January 2016.**