



**Rowan College
of South Jersey**

Administrative Procedure: 3013
DIGITAL LEARNING MATERIAL

In order to assure that all digital material and student data in all courses is readily available, properly secured, and protected, the data must reside on College servers or on third party platforms and solutions approved by the College's division of Innovation and Technology in conjunction with legal counsel.

If an academic division or faculty member desires to use an unapproved digital solution, the requester must submit a request to the Division of Innovation and Technology to begin the review process. A minimum of one month is required to examine the new solution and related contracts to determine if it meets security and privacy requirements.

To view a list of approved third-party platforms or to request the review of a new one, please refer to the Digital Learning Material Standard Operating Procedure, detailed in the RCSJ Knowledge Base at:

<https://rcsj.teamdynamix.com/TDClient/1944/Portal/KB/ArticleDet?ID=142881>

Area: Academic Services
Approved: 02/14/23

President's Authorization: _____

A handwritten signature in black ink, which appears to read "Julie Keating", is written over a horizontal line.

References:

Rowan College of South Jersey Board Policy, *3013 Digital Learning Material*

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