



**Rowan College
of South Jersey**

Administrative Procedure: 4003

DIGITAL LEARNING MATERIALS

To ensure that all digital learning materials are readily available, and student data are properly secured and protected, the materials 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.

To view a list of approved third-party platforms, 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>

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 they meet security and privacy requirements.

Area: Innovation and Technology

Approved: 02/14/23

Revised: 03/31/26

President's Authorization:

A handwritten signature in black ink, appearing to be "R. S. J.", is written over a horizontal line.

References:

Rowan College of South Jersey Board Policy, *4003 Digital Learning Materials*

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