

Complete Procedure Title: Guidelines for Digital Learning Resources	Procedure Number:
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Purpose

The purpose of these Guidelines is to provide guidance on the use of those digital learning resources (hereafter DLR) for which there is a charge that would be categorized by the MTCU as a compulsory non-tuition related ancillary fee (“no charge” DLR are not impacted by these guidelines).

Definitions

For the purpose of these guidelines, DLR include materials as well as associated devices (e.g. clickers, smart devices, laptops) that would aid or facilitate instruction, learning, and assessment.

Policy

In line with the MTCU Guidelines, McMaster University permits the following:

- Instructors may require students to purchase:
 - Access to DLR including e-textbooks, simulations, assessments, remote response devices and software for the duration of the course;
 - Physical and/or digital textbooks that have bundled software or online access to additional DLR provided that students have options such as the following:
 - bundled printed textbook with digital learning resource
 - bundled e-textbook with DLR,
 - standalone e-textbook, and
 - standalone digital learning resource

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- Instructors may use DLR to assess student performance for assessments less than or equal to 20 percent of the total course grade.
 - For DLR assessments higher than 20 percent and up to a maximum of 35 percent of the total course grade, the instructor must obtain written approval of the Dean of the Faculty.
 - DLR cannot be used for assessments greater than 35 percent of the total course grade.
 - Instructors may require students to have access to a device appropriate for accessing and interacting with these DLR.
 - Instructors should endeavor to keep the costs of DLR and devices at a level that students can reasonably afford. DLR costs should not exceed 10% of the costs of the total course fee (domestic).
 - When instructors are reviewing course material options for their course, they should be aware of format options available to them (i.e. bundles) that may contain both print and digital assets. If the digital asset will not be leveraged as part of the course, then the instructor should consider adopting the standalone print option.
 - In situations where acquiring the DLR and/or devices would cause undue hardship, instructors should provide students with an alternative assessment method or a more affordable option.
 - When a student fails a course, he/she should be given free access to digital resources when he/she repeats the course.
 - Instructors must notify students if digital assessment is required or optional on their syllabus or course outline and/or on their course website before classes begin. There must be a clear outline of the percentage of the total course grade that relates to use of DLR assessments.
 - Faculty departments will maintain a record of all required and optional DLR used by instructors, and such records will be submitted to and collated annually by the University Student Fees Committee.

As required, the University has responded to the new Ministry Guidelines with this provisional set of guidelines for 2014/15. These guidelines will be reviewed each term as we continue to see input that will inform future changes.