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**DIGITAL LEARNING POLICY**

# Overview

The Keeping Sights Upward Journey Honors College provides curricular and co-curricular opportunities for highly interactive and engaged learning experiences. While this is typically achieved in an in-person setting, HON courses may on occasion be delivered hybrid or online, provided that they meet the requirements in this policy.

# Scope

1. All courses with the HON prefix are subject to this policy (except for the courses listed below under Exceptions).

# Implementation Process

1. Dean/Associate Dean for Academics approval is required to create an HON course section hybrid or online.
2. The instructor or associate dean develops the course. Resources available on honors.kennesaw.edu (under Faculty

Resources) include the [KSU Journey Honors College Course Review Process,](https://www.kennesaw.edu/honors/docs/ksujourneyhonorscollegedigitalcoursereviewprocess.pdf) the [KSU Journey Honors College QM Rubric Self Review](https://www.kennesaw.edu/honors/docs/ksujourneyhonorscollegeqmrubricselfreview.pdf) (based on the QM Higher Education Rubric 6th Edition), the [Faculty Guidebook for Digital Teaching and Learning,](https://cia.kennesaw.edu/digital-learning/policy_documents/2022/Digital%20Learning%20Guidebook_2022.pdf) and the [Digital Learning Innovations webpage.](https://dli.kennesaw.edu/)

1. The instructor or associate dean submits the [Course Review Request form](https://dli.kennesaw.edu/services/coursereview/course_review_request_form.php) to begin the review process in collaboration with the Instructional Designer, who will provide instructions in the request form.
2. The instructor or associate dean completes the Rubric Self-Review and uploads it onto the Course Review Request ticket.
3. A Kennesaw State University Instructional Designer verifies course alignment by reviewing the course and the completed Rubric Self-Review.
4. The Instructional Designer submits the course to the [Course Modality Database.](https://app.smartsheet.com/b/publish?EQBCT=28427d8e050d44178f42376eb36d9bd7)
5. The section is scheduled through the KSU Journey Honors College.

# New Course Development

1. Faculty developing a new course should complete the [Sustainable Course Design](https://dli.kennesaw.edu/services/pd/scd.php) and [Accessible Teaching Essentials](https://dli.kennesaw.edu/services/pd/ate.php) workshops and send the badge to the Associate Dean for Academics.

# Existing Courses

Faculty teaching an existing course are encouraged to complete the [Universal Design Learning (UDL) Experience](https://dli.kennesaw.edu/services/pd/udlex.php) or [Essential Course Facilitation Strategies (ECFS)](https://dli.kennesaw.edu/services/pd/ecfs.php) workshops and send the badge to the Associate Dean for Academics.

# Course Periodic Review

Courses offered hybrid or online should be reviewed at a minimum once every five years, or less if a substantial change has occurred. Tracking will be supported through the [KSU Course Modality Dashboard.](https://app.smartsheet.com/b/publish?EQBCT=28427d8e050d44178f42376eb36d9bd7)

# Questions

Please direct questions related to online teaching in honors to the Associate Dean for Academics.

# Exceptions

The following are exceptions to the review requirements for hybrid and online delivery because of the nature of the course:

1. Courses that are independent or directed study in nature (HON 3002, HON 3499, HON 4400, HON 4495, HON 4497, HON 4499)
2. Courses that are experiential or work-based in nature (HON 2800, HON 3102, HON 3203, HON 4102)
3. Courses that are special topics in nature (HON 2400, HON 3000, HON 3301, HON 4490)

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