



## Quality Matters Master Course/Multi-Section Policy

### Discussion

Quality Matters review of an online or blended course is based on a single instance of a course. The Quality Matters Certification Mark, dated with the year in which the course is certified, may be displayed in association with repeated offerings of the course offered by the same individual instructor, allowing for minor enhancements that continue to meet the QM Standards. Significant changes require re-review.

Sections of such a course taught by multiple instructors can carry the QM Certification Mark if all Multi-Section policies and procedures are followed.

The purpose of this Multi-Section Policy is to clarify the circumstances under which the QM Certification Mark can be used with sections of the “master” course is QM-Certified.

### Policies & Procedures

A master course submitted for QM review must be a complete course, including instructor-specific information. A course with placeholders will not be reviewed.

Sections of the master course that attained QM-certification may carry the QM Certification Mark provided the changes from the master course are limited to the following specific review Standards and are to the same level of rigor provided in the master course that was reviewed:

- Standard 1.4: Regarding course and institutional policies with which the student is expected to comply includes any instructor-specific policies, for instance, late submission of assignments policies.
- Standard 1.8: The instructor introduction corresponds to the new instructor and is appropriate.
- Standard 3.2: If a different grading policy is in use by the unique instructor of the course, the grading policy is stated clearly.
- Standard 3.3: If different evaluation criteria are provided by the unique instructor, the evaluation criteria are specific, descriptive, and tied to the course grading policy.

- Standard 5.3: Regarding instructor turn-around times for email, discussion board involvement, and return of graded assignments.

The QM Coordinator may apply for use of the QM Certification Mark to be used on subsequent sections of a master course already certified. An [online request form](#) is completed that (a) identifies the master course that has already received certification and (b) identifies what changes are made in the sections of the master course and how these changes are verified to ensure compliance with the relevant QM Standards. QM will review the information submitted and approve additional uses of the QM Certification Mark as permitted by this policy.

How to apply for use:

- Review the Multi-Section Policy
- [Complete the online request form](#)
- Provide a summary of how the institution will ensure that only changes that are allowed in the policy are made in the sections. Be sure to include the process and who will be responsible for verifying adherence.
- Include a list of courses that the institution wishes to be used as the master course that went through an official review.
- Identify the changes that will be made in the section of the course.