

## Distance Learning Policies

Distance Learning is a privilege. If a policy is violated, the student will forfeit distance learning privileges.

Some courses may require students to attend class-related events at the Detroit campus. These events will be identified in course syllabi.

### **I. Examination Policy:**

**Examinations:** In order to maintain the integrity of our academic programs in the College of Nursing, all examinations within a course must be given using the same method. For example, if proctored paper and pencil tests are given to students on campus, all students at distance sites will also be given proctored paper and pencil tests; if tests are proctored and given by Respondus™ on campus, all students at distance sites will be given examinations via Respondus Monitor™ and proctored by the Distance Learning (DL) Coordinator or faculty.

All examinations designated as “proctored exams” must be proctored. All College of Nursing proctored course examinations must be taken either on campus or at a proctored distance site. Offsite students must make arrangements with the Distance Learning Coordinator to take any proctored examination either on campus or at the nearest distance proctored site. If unwilling to travel to the nearest “proctored exam site”, the student will be responsible for fees related to proctored exams.

**STUDENTS WITH DISABILITIES.** "If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is [313-577-1851](tel:313-577-1851) or [313-577-3365](tel:313-577-3365) (TDD only). Additionally, distance students with disabilities must contact the Distance Learning Coordinator to finalize arrangements.

## **II. Off Site Qualifications and Exceptions:**

**Off Site Qualifications:** An offsite student is a student who attends the majority of classes from home instead of attending class in Detroit or at a distance site. In order to be considered a permanent offsite student, the student's official address must be a minimum of 90 miles from the closest classroom site. The Distance Learning coordinator will assess the distance from the student's home address to the WSU main campus using an online distance calculator to ensure the minimum distance requirement is being met. If the distance requirement is met, the DL coordinator notifies the Assistant Dean of Enrollment Management and Student Services of the student's status as a permanent offsite student.

**Permanent Offsite Exceptions to the Off Site Qualifications:** An admitted student may request a permanent off site exception to the above qualifications. Decisions to grant a permanent off site exception will be granted on a case by case basis. Exceptions are granted using the following procedures.

1. The student completes an exception form and submits it to the Distance Learning (DL) Coordinator.
2. The DL Coordinator submits the exception request to the Associate Dean of Academic and Clinical Affairs (ADACA).
3. The final decision to grant an exception is determined by the ADACA.
4. The Associate Dean notifies the DL Coordinator and the Assistant Dean of Enrollment Management and Student Services.

**Short Term Off-Site Exceptions:** Any College of Nursing student can use the video conferencing technology for a short period of time (e.g. one semester or less) on an exception basis provided that the class is being held in a classroom with distance learning technology. Short term exceptions are granted at the faculty member's discretion using the following procedures.

1. The student completes an exception form and submits it to the Distance Learning (DL) Coordinator and faculty of record for the course.
  2. The DL Coordinator submits the exception request to the ADACA.
  3. The final decision to grant an exception is determined by the Associate Dean and Assistant Dean after consultation with faculty of record.
  4. The Associate Dean notifies the DL Coordinator and the Assistant Dean of Enrollment Management and Student Services.
  5. The faculty member grants permission to videoconference at least two business days prior to requiring distance access.
  6. The course faculty of record notifies both IT that permission has been granted.
  7. The student downloads the necessary software.
  8. The student tests the connection with IT in advance of the class.
1. **Technical Requirements:** All permanent offsite and exception based students must meet the technical requirements listed below to utilize the distance learning technology. Additionally, all students must perform a test connection with the IT department. Hardwire Capable Computer
  2. Ethernet Cable
  3. Webcam
  4. Headset
  5. High-Speed Internet Connection

**III. Distance Learning Professional Responsibilities and Behaviors:**

1. When troubleshooting issues, be patient with everyone. Most issues cannot be foreseen and working remotely has its challenges.
2. Abide by all rules set in place by the instructor in the syllabus. For example, if on campus students may not eat during class, distance students cannot do so either.
3. Keep your microphone and computer muted when you are not talking unless otherwise requested by your faculty. Small noises tend to be amplified.

4. Set up your computer on a desk or a table in a room with minimal distractions. Small children, pets, ringing phones, and other noises are distracting for everyone. Your behavior should be professional. Side conversations are not professional and is disruptive to the class. Focus on the class at hand and participate. Because of a sound lag common with video conferencing, this may require additional effort.
5. When you are online with the class, you are in class. Dress appropriately.
6. Be aware of lighting issues. Lighting distorts visibility. Bright lights shining in one direction can create glare. Front lighting is required. Window light and lighting behind the student needs to be blocked.

If a student violates a Professional Responsibilities and Behavior Policy, the distance connection will be immediately disconnected.

#### **IV. Distance Course Scheduling and Admissions:**

**Scheduling:** All distance sections within a specific course will connect to one designated on-campus section. For example, (and hypothetically) all distance sections for NUR 7015 (CMA-D and distance sites) will connect to NUR 7015 section 001 instead of choosing between sections 001, 002, or 003. If the number of distance locations (number of dial-in squares) exceeds the maximum number allowed as outlined in Part V, a second section will be designated for distance.

**Admissions:** Distance Learning students must sign the Distance Learning Policies document before each semester. Additionally, an electronic version with updates to the Distance Learning Policies will be emailed to all distance students one week prior to each semester.

**Blackboard:** In order to assist with posting, exams, and other distance issues, the distance learning coordinator will be added to the blackboard site of every distance learning course.

#### **V. Distance Program Class Size, Locations, and Cohort Numbers:**

**Maximum Class Size:** The combined total number of students enrolled in a course that has distance sections is capped at 25, or it will be considered a course overload for the instructor. The combined total includes students on campus, at the distance classroom site(s), and offsite.

**Maximum Distance Locations (Number of Squares):** The maximum total number of offsite students and distance classroom sites (number of squares on the screen) will be four for seminar and clinical courses and eight for lecture courses, otherwise it will be considered a course overload for the instructor.

**Total Number of Distance Students per program:** At any given time and across cohorts, there will be no more than twenty (20) DNP distance students and fifty (50) MSN or Graduate Certificate program distance students. For the MSN and Graduate Certificate programs, the number per program will be determined by the MSN program directors. Program directors will report the number of new admissions to the Distance Learning Coordinator, and the Distance Learning Coordinator will send an updated report to program directors every semester.

**Synchronous Distance Learning Program:** The College will continue to arrange for both offsite students and distance classrooms as needed.