

Distance Learning Policies

Distance Learning is a privilege to students offered by the College of Nursing. This document explains policies of the Distance Learning (DL) Program. 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. Distance Course Scheduling and Admissions:

- A. 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 Research for Evidence Based Nursing 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, a second section will be designated for distance. All distance students must plan for on-site course delivery in Detroit for NUR 7030 Advanced Nursing Assessment.
- B. Admissions:** Distance Learning students must agree to adhere to the distance policies prior to the start of each semester. Distance Learning Policies are available on the College of Nursing IT Canvas Site and College of Nursing website.
- C. Canvas:** In order to assist with posting, exams, and other distance issues, the Distance Learning Coordinator will be added to the Canvas site of every distance learning course.
- D. Maximum Class Size:** The combined total number of students enrolled in a course that has distance sections will be determined by the Associate Dean, Faculty Affairs based upon teaching workload. The combined total includes students on campus, at the distance classroom site(s), and offsite.
- E. 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 Specialty Coordinators, Graduate Certificate Program Coordinators, and Graduate Program Director. Graduate Coordinators 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.

- F. Synchronous Distance Learning Program:** The College will continue to arrange for distance courses and classrooms as needed based upon all distance students' plans of work.
- G. Attendance Requirements:** Distance Students may be expected to come to campus a maximum of 3 times per course. Dates will be outlined in the course syllabus and available before the start of the semester

II. Distance Learning Professional Responsibilities and Behaviors:

- A. Technical Requirements:** To minimize technical issues, students and faculty must use the video conferencing technology that meets the technical requirements listed below:
 1. Hardwire Capable Computer
 2. Ethernet Cable
 3. Webcam
 4. Headset
 5. High-Speed Internet Connection
- B.** All users must perform a successful test connection with the College of Nursing IT Department. The user must schedule the test connection well in advance by calling 313-577-8604.
- C.** When troubleshooting issues, be patient with everyone. Most issues cannot be foreseen and working remotely has its challenges.
- D.** Users must:

1. 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.
 2. Keep the microphone and computer muted when not talking unless otherwise requested by faculty. Small noises tend to be amplified.
 3. Set up the 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. 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.
 4. When online with the class, be cognizant of attire and what is reflected.
 5. 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.
- E. If a student violates the policies listed above, the distance connection will be immediately disconnected.

III. Examination Policy:

- A. Examinations:** In order to maintain the integrity of the 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 Coordinator or faculty.

All examinations designated as “proctored exams” must be proctored. 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.

B. Accommodations for Exams

1. If a student has a documented disability that requires accommodations for examinations, longer time for examinations, etc.; the student will need to register with Student Disability Services for coordination of 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 numbers are 313-577-1851 or 313-577-3365 (TDD only).
2. Distance students with disabilities must contact the Distance Learning Coordinator at 313-577-1363 to finalize arrangements.

IV. Off-Site Qualifications and Exceptions:

A. 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 60 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 Distance Learning Coordinator notifies the Assistant Dean of Enrollment Management and Student Services of the student’s status as a permanent offsite student.

B. Exceptions to the Off Site Qualification:

1. **Long Term Exception:**

An admitted student may request a permanent off site exception to the above qualifications. Decisions to grant a permanent off site exception will be done on a case-by-case basis. Long term exceptions do not apply to NUR 7030 Advanced Physical Assessment as it is not offered as a distance course. Exceptions are granted using the following procedures:

- a. The student completes an exception form and submits it to the Distance Learning Coordinator.
- b. The Distance Learning Coordinator submits the exception request to the Associate Dean, Academic and Clinical Affairs.
- c. The final decision to grant an exception is determined by the Associate Dean, Academic and Clinical Affairs.
- d. The Associate Dean, Academic and Clinical Affairs notifies the Distance Learning Coordinator and the Assistant Dean of Enrollment Management and Student Services.

2. Short Term Off-Site Exceptions:

Any College of Nursing student can use the video conferencing technology for a short period of time (e.g. a few weeks or one semester) on an exception basis provided that the class is being held in a classroom with distance learning technology. The student will work with the Distance Learning Coordinator throughout the exception process. All questions can be directed to the Distance Learning Coordinator. If the student is requesting an exception for the entire semester, the student needs to submit the request prior to the override and registration process. If the exception is being done on an emergent basis mid-semester, it may take the Distance Learning Coordinator and IT staff up to 3 business days to get the student set-up. Short term exceptions are granted at the faculty member and Associate Dean of Academic and Clinical Affairs's discretion using the following procedures:

- a. The student completes an exception form and submits it to the Distance Learning Coordinator and faculty of record for the course.
- b. The Distance Learning Coordinator submits the exception request to the Associate Dean of Academic and Clinical Affairs.
- c. The final decision to grant an exception is determined by the Associate Dean of Academic and Clinical Affairs after consultation with faculty of record. If the faculty of record and Associate Dean of Academic and Clinical Affairs denies the request, there is no additional recourse.
- d. The Associate Dean, Academic and Clinical Affairs notifies the Distance Learning Coordinator.
- e. The Distance Learning Coordinator notifies the student College IT Department, and College Office of Student Affairs of the exception.
- f. IT staff work to get the student set-up with software and conducts a test connection.