

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING  
ADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING**

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**TITLE OF POLICY:**           **Criteria for Students Engaged in Distance Learning**

**ORIGINAL DATE:**           **May 2012**

**Last Reviewed/Revised:**   **February 2017**

**POLICY:**           It is the policy of the School of Nursing to offer selected courses via onsite, online and distance education modalities. Distance education/learning is the broadcast of lectures over the internet and is synchronous with onsite learning. Distance Learning courses will only be available to students from the Commonwealth of Pennsylvania, whose address is 50 miles or more from Oakland campus.

**PROCEDURES:**

1. Distance Learning is only available for approved courses.
2. Student(s) enrolled in a course(s) to attend on-site will not be eligible for distance learning during the same term for that course.
3. The student meets with his/her academic faculty advisor to discuss possibility to enroll in distance education course. The advisor determines that the student meets the policy criteria and signs the request form. [Form available below]
4. The student then takes the form to the Student Affairs & Alumni Relations (SAAR) graduate advisor. The form will be reviewed to determine eligibility, assign a permission number, and notify the student and the teaching faculty member.
5. The student is required to have computer, high-speed internet access, webcam, and microphone and speakers. The student is expected to arrange for transportation to the testing site.
6. The SAAR graduate advisor will:
  - a. contact the faculty teaching the course a week before to determine testing dates and times, method of testing (on-line versus hard copy test) and the need for planned class activities immediately after the test that the student will need to be able to access (including the need for a computer with a microphone /speakers and a room that permits the student to speak during the class)
  - b. Identify the testing site closest to the student
    - i. Testing site information is available via University of Pittsburgh Testing Center [<http://www.uptc.pitt.edu/testing-off-campus/>]
    - ii. Some testing centers may charge; any cost will be paid for by the student.
  - c. Notify the student and faculty teaching the course within one week of the start of the term about the details of the testing site (proctor contact information, testing center address and telephone number and charges for testing).
  - d. Education Technology and Innovation (ETI) staff will contact faculty teaching the course for the students name and e-mail address
  - e. At the beginning of the term and after Add/Drop period, SAAR will provide ETI with the grid showing the total number of enrolled student in distant learning for each class.
7. Faculty teaching the class should contact the proctor/testing site with specific instructions regarding the exam(s) and planned classroom activities immediately following the test. Faculty teaching the class and/or department administrators will be responsible for mailing the exam with instructions including return envelope/ mailing voucher.



# University of Pittsburgh School of Nursing

## Distance Education Course

### Request Form for Permission to Enroll

**Student Name:**

*Please print clearly*

(Last)	(Middle)	(MI)

**Username**

**Student PeopleSoft ID Number:**

**Course in which you are requesting to enroll:**

Term:  **Fall**  **Spring**  **Summer**

Year: \_\_\_\_\_

**Course Prefix & Number:**

*e.g., NURNP 2402*

**Course Title:**

**CRN/Class #:**

*e.g. 54321*

*[5 digit number]*

**Notes:** **1)** Student must meet the criteria in **Policy 438**, which includes living outside a 50 miles radius from Oakland Campus, **2)** There is extra cost per credit for enrolling in Distance Learning added to the student's term bill, **3)** Student is required to own or have access to a computer, high speed internet access, webcam, and microphone and speakers. **3)** Student is expected to arrange for transportation to the testing site. **4)** Cost of testing center, if applicable, will be charged to student.

Student Signature

Academic Advisor Signature

Date

Date

***Please submit form to Graduate Advisor, Student Services, 239 Victoria, for final approval. Thank you.***

Approved by:

Graduate Advisor (Student Services)

Date

**Permission #**

You will be notified by email if your request has been approved or denied. Thank you.

Copy of approved request sent to Course Instructor.