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

TITLE OF POLICY: **Criteria for Students Engaged in Synchronous Online Learning**

ORIGINAL DATE: **May 2012**

LAST REVIEWED/REVISED: **June 2024**

POLICY: It is the policy of the School of Nursing to offer selected courses via onsite, asynchronous online, and synchronous online (distance) education modalities. Synchronous online learning is the broadcast of lectures over the internet in real-time with onsite learning. Synchronous online courses are available to students whose physical address or work address is 50 miles or more from Oakland campus. Students with other extenuating circumstances may request permission to enroll in synchronous online courses but permission is not guaranteed. Students engaging in online synchronous learning must request permission each semester from the Associate Dean for Graduate Clinical Education.

PROCEDURES:

1. Synchronous online learning is only available for approved courses.

2. The student meets with their academic faculty advisor to discuss the possibility to enroll in the distance education course. The advisor determines that the student meets the policy criteria and signs the request form. [Form available below]

3. The student then takes the form to the Student Affairs graduate advisor. The form will be reviewed to determine eligibility, assign a permission number, and notify the student and the teaching faculty member.

4. The student is required to have computer, high-speed internet access, webcam, microphone, and speakers. The student is expected to arrange for transportation to the testing site, if needed.

5. The Student Affairs graduate advisor will:
   a. Contact the faculty teaching the course a week before to determine testing dates and times, method of testing (online 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. Health Sciences Information Technology (HSIT) staff will contact faculty teaching the course for the student's name and e-mail address.
   e. At the beginning of the term and after Add/Drop period, Student Affairs will provide HSIT with the grid showing the total number of enrolled students in distant learning for each class.

6. 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, if needed.

Approved by Dean's Council: 5/12, 12/12, 11/22
Reviewed/Revised: 8/12, 02/17, 11/22, 05/24

University of Pittsburgh School of Nursing

Distance Education Course Request Form for Permission to Enroll

Student Name:	Last	First	Middle
Please print clearly			
Username			
Student PeopleSoft ID Number:			

Course in which you are requesting to enroll:	*FALL:*	*SPRING:*	*SUMMER:*

YEAR:	Course Prefix & Number: Course Title: *(e.g., NURNP 2402)*	CRN/Class # *(e.g. 54321 5 digit number)*

Notes: 1) Student must meet the criteria in **Policy 438**, which includes living or working outside a 50 miles radius from Oakland Campus, **2)** 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   Date

Academic Advisor Signature   Date

Please submit form to Graduate Advisor, Student Services, 240 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.

sj 10/2012