

Requesting an Exception to Teach Fully Online in Spring 2022

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Dear Colleagues,

As we look ahead to spring, we are again planning for in-person classes for the vast majority of our traditionally in-person offerings. Our extremely high vaccination rate on campus makes this possible, and we are fortunate to be seeing extremely low COVID-19 infection rates on campus.

However, we recognize that the continuing pandemic means some of you may need to teach fully remote for one more semester in the spring due to COVID-19-specific circumstances. Just as we did for fall, we will approve a small number of requests based on personal medical conditions, international visa/travel issues, and very limited other personal circumstances that directly result from the COVID-19 pandemic.

Below is the information you need about how to request a COVID-19-specific exception to teach fully online, asynchronous courses in the spring. (Information for students who need to *learn* fully online in the spring will be sent out soon.) We have made some changes based on lessons learned in the fall, and we believe these changes will make the review process move more quickly.

Two key highlights from the information below:

- Fall 2021 approved exceptions do not automatically apply to spring. If you had an exception this semester and need one for spring, you must initiate a request.
- The deadline to submit a request is **Sunday, October 17**. The reason for this deadline is to ensure reviews can be completed and course modalities updated in time for students to plan their spring course schedules.

Thanks for all you are doing to keep our community safe and to get back to the high-quality in-person education our students and families expect of SLU.

Best Regards,

Mike Lewis, Ph.D.
Provost

Requesting a COVID-19-specific Exception to Teach Fully Online in Spring 2022

Exceptions will be approved for COVID-19-specific situations due to a personal medical condition, international visa/travel restrictions, or other personal circumstances caused by the COVID-19 pandemic. Online courses are expected to be asynchronous, offered through Canvas, and designed to adhere to the standards in the [University's Online Course Design Rubric](#) (though peer review of online courses is again optional for the spring).

Details on how to submit a request for each type is below.

Deadline: Requests to teach fully online must be submitted by **Sunday, October 17**. This will allow requests to be reviewed and course modalities updated in the catalog so that students have accurate information when they register for courses.

Note: even if you had an exception approved for fall, you must submit a request for spring if you wish to continue to teach online.

Faculty/Instructors -- Medical (self)

Faculty who need to request an exception to teach fully online in spring 2022 due to their own personal medical situations will submit their requests in Workday, through [the normal ADA process](#). This process requires medical documentation. Human Resources will work with the instructor's academic unit (without disclosing private medical information) to determine whether fully remote teaching is a reasonable accommodation. *Note: graduate students who need to request an exception for fully online **teaching** due to a personal medical condition should submit the request through Workday.*

Faculty/Instructors -- International or Other COVID-19-specific circumstances

Faculty/instructors who need to teach fully online due to international or other COVID-19-specific circumstances should work directly with their academic leadership (chair, director, dean) to discuss options. Human Resources also can play a supporting role in these conversations as needed.