Exemptions to *Teaching Online: Fundamentals* Course

Introduction

Instructors can be exempt from taking *Teaching Online: Fundamentals* if they meet the following qualifications:

- Received training related to online pedagogy at a previous institution, OR

- Has been teaching online for at least five years

    AND

- Meets with the Center for Teaching and Learning (CTL) and demonstrates adequate online pedagogical knowledge and course design knowledge.

Steps to Obtain an Exemption

Instructors wishing to seek an exemption should take the following steps:

1. Notify the CTL about the instructor's qualifications for an exemption.

2. Provide a record of the qualifications.

3. Meet with the CTL to discuss an online course that has been personally developed and taught by the instructor.

4. CTL will provide feedback on the course and determine eligibility of the exemption.

5. CTL will notify the division chair and instructor to let them know if the exemption was approved.