

<b>TYPE:</b>	Academic
<b>TITLE:</b>	Aegrotat Designation
<b>NO.:</b>	ACAD-110
<b>RESPONSIBILITY:</b>	Executive Vice-President, Academic
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	February 2021
<b>REVISED DATE(S):</b>	
<b>REVIEW DATE:</b>	February 2024

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## 1. Introduction

In order to meet community, industry, partnership and government requirements, Durham College evaluates students based on their mastery of learning outcomes to ensure graduates are competent to practice in their fields. Durham College also strives to ensure that students succeed in a challenging, yet supportive learning environment. Pursuant to our mission, vision and values, supporting students in exceptional circumstances balances academic integrity with student success.

## 2. Purpose

This policy and procedure provides a framework for the consideration of post-secondary student requests for course credit when a student may demonstrate satisfactory performance but is unable to complete all course and/or program requirements due to exceptional circumstances.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

The statements of policy should be brief and direct. Structure the policy statements using the following information hierarchy:

- 4.1. Aegrotat Designation (AEG) will only be considered once all other options to support a student completing course or program requirements have been exhausted.
- 4.2. To be eligible for an AEG, a student must have completed 70% or more of the course's learning outcomes and demonstrated satisfactory knowledge of the course work. Aegrotat eligibility for apprenticeship programs requires Ministry approval.

- 4.3. To be eligible for an AEG, a student cannot have withdrawn from the course for which the designation is being sought.
- 4.4. Not all post-secondary courses may be eligible for an AEG due to factors including, but not limited to: external accreditation; collaborative programming; apprenticeship; skills-based coursework; and work integrated learning.
- 4.5. Once a course has been assigned an AEG, it cannot be revoked and there are no options for reassessment.
- 4.6. A post-secondary student seeking an AEG in a course that is a pre-requisite for an upper level course may enroll in the upper level course pending the conclusion of the AEG consideration process.
- 4.7. Courses assigned an AEG count towards meeting program requirements but are neither eligible for credit transfer nor included in the calculation of a student's Semester Grade Point Average (SGPA) or Program Grade Point Average (PGPA).
- 4.8. Courses assigned an AEG may impact a student's eligibility for honours, financial aid and awards as well as the evaluation of a student's transcript for the purposes of admissions or advanced standing at other academic institutions.

## **5. Procedure**

### **5.1. Requesting an AEG**

- 5.1.1. Registered students may request an AEG for one or more courses in a given semester.
- 5.1.2. A request for an AEG must be submitted, using the Aegrotat Designation Consideration form, to the relevant school office no later than ten (10) business days from the release of final grades.
- 5.1.3. Students requesting an AEG are required to provide supporting documentation, where available. Students requesting an AEG are responsible for all costs incurred with respect to obtaining supporting documentation.

### **5.2. Consideration of an AEG Request**

- 5.2.1. In consultation with the appropriate faculty, the relevant Executive Dean/Dean/ Associate Dean will review the submitted form and supporting documentation, and seek clarification as necessary.
- 5.2.2. The Executive Dean/Dean/Associate Dean will document their decision to approve or deny the request on the Aegrotat Designation Consideration form, and return the form to the student within five (5) business days from the date the form was received.

5.2.3. Where a request for an AEG has been denied, a student may appeal the decision as per the College's Grade Appeal policy and procedure.

### 5.3. Processing AEG designations

5.3.1. The Executive Dean/Dean/Associate Dean will forward the completed Aegrotat Designation Consideration form to the Office of the Registrar for processing. A copy of the Aegrotat Designation Consideration form, along with the student's supporting documentation, will be retained in the school office.

5.3.2. If the request for an AEG was approved, the Office of the Registrar will:

- Update the student's final grades for all courses where the Aegrotat Designation has been approved to a non-numeric grade of AEG.
- Recalculate the student's SGPA and PGPA to reflect changes in grades.
- Advise the student via DC Mail that changes have been made to their academic record.

5.3.3. If the request for Aegrotat designation consideration is denied:

- Prior to Day 10, the school office will review the student's current enrolment status and de-register the student from any courses where the student was unsuccessful in a pre-requisite course.
- After Day 10, the school office will review the student's current enrolment status and request the Office of the Registrar to de-register the student from any courses where the student was unsuccessful in a pre-requisite course.

## 6. Roles and responsibilities

6.1. It is the responsibility of the Executive Vice-President, Academic in collaboration with the Registrar, to ensure that the Aegrotat Designation policy and procedure is fully implemented.

6.2. It is the responsibility of the Executive Dean/Dean/Associate Dean to review and render decisions on all requests for AEGs, to inform students of those decisions in writing, and to submit Aegrotat Designation Consideration forms to the Office of the Registrar within established timelines.

6.3. It is the responsibility of students to comply with all requirements of the Aegrotat Designation policy and procedure, including meeting deadlines, ensuring eligibility and providing supporting documentation for requests.

6.4. It is the responsibility of the Office of the Registrar to process and retain records on Aegrotat Designation requests.

## **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

## **8. Non-compliance implications**

8.1. Failure to comply with this policy may impact the academic success of a student experiencing exceptional circumstances during a set evaluation period of time.

8.2. Failure to comply with this policy may impact the college's ability to fulfill its mission, according to its values.

## **9. Communications plan**

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

## **10. Related forms, legislation or external resources**

- Aegrotat Designation Consideration Form