

<b>TYPE:</b>	Academic
<b>TITLE:</b>	Aegrotat Standing
<b>NO.:</b>	ACAD-110
<b>RESPONSIBILITY:</b>	Vice-President, Academic
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	January 2018
<b>REVISED DATE(S):</b>	May 2020
<b>REVIEW DATE:</b>	January 2021

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## 1. Introduction

Durham College strives to ensure that students succeed in a challenging, yet supportive learning environment. In order to meet community, industry, partnership and government requirements, Durham College evaluates students on a learning outcomes basis to ensure graduates are competent to practice in their fields. 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 student requests for course credit in exceptional circumstances, whereby a student may demonstrate satisfactory performance without being able to complete all course and/or program requirements due to extenuating personal hardship.

## 3. Definitions

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

## 4. Policy statements

- 4.1. Students must apply for Aegrotat Standing consideration within 10 business days from the release of final grades.
- 4.2. Aegrotat Standing will only be considered once all other options to address the student's situation have been exhausted.
- 4.3. Not all courses may be eligible for an Aegrotat Standing due to factors including, but not limited to, external accreditation, collaborative programming, apprenticeship, skills-based coursework and field placement/practicum.

- 4.4. Exceptional circumstances that may warrant the designation of Aegrotat Standing include, but are not limited to injury, illness and/or bereavement. Supporting documentation will be required.
- 4.5. To be eligible for Aegrotat Standing, a student cannot have withdrawn from the course(s).
- 4.6. Once a course(s) has been assigned Aegrotat Standing, there are no further options for reassessment.
- 4.7. Pending the outcome of the Aegrotat Standing consideration process, a student will continue to be enrolled in any upper level course(s), which have a prerequisite for which they are seeking Aegrotat Standing.
- 4.8. Courses assigned an Aegrotat Standing are not included in the calculation of a student's SGPA or PGPA, and are not eligible for credit transfer.

## **5. Procedure**

- 5.1. Requesting Aegrotat standing
  - 5.1.1. A request for Aegrotat Standing must be submitted in writing by the student, using the Aegrotat Standing Consideration form, to their school office within 10 business days from the release of final grades (as per the academic calendar).
  - 5.1.2. It is the responsibility of the student to provide documentation, where available, in support of their request. Individuals requesting Aegrotat Standing are responsible for any costs incurred with respect to obtaining documentation.
- 5.2. Determining Aegrotat Standing
  - 5.2.1. In consultation with the appropriate faculty, the Executive Dean/Dean or Associate Dean will review the submitted documentation and grant or decline Aegrotat Standing.
  - 5.2.2. The Executive Dean/Dean or Associate Dean will provide a written decision to the student within five business days from the date the form is received.
  - 5.2.3. Where a request for Aegrotat Standing has been denied, the requester may appeal the decision, as per the College's Grade Appeal policy and procedure.

### 5.3. Documenting Aegrotat Standing

- 5.3.1. The Executive Dean/Dean or Associate Dean will document their decision on the Aegrotat Standing Consideration form and will send the completed form and submitted documentation to Strategic Enrolment Services for final processing.
- 5.3.2. If the request for Aegrotat Standing consideration is approved, Strategic Enrolment Services will:
- Update the final grades for all courses where the Aegrotat Standing has been approved to a grade of AEG.
  - Recalculate the student's SGPA and PGPA to reflect these grade changes.
  - Advise the student via DC mail that a change has been made to their academic record.
- 5.3.3. If the request for Aegrotat Standing consideration is denied, Strategic Enrolment Services will:
- Review the student's current enrolment, and de-register the student from any courses where the student was unsuccessful in a prerequisite course.
  - Advise the student via DC mail that a change has been made to their timetable.
- 5.3.4. Strategic Enrolment Services will scan the form and submitted documentation and attach it to the student file in the Student Information System.

## 6. Roles and responsibilities

- 6.1. It is the responsibility of the Vice-President, Academic in collaboration with the Executive Director/Registrar, Strategic Enrolment Services to ensure that the Aegrotat Standing policy and procedure is fully implemented.
- 6.2. It is a student's responsibility to comply with all requirements of the Aegrotat policy and procedure, including, but not limited to meeting process deadlines and providing appropriate supporting documentation.
- 6.3. It is the responsibility of the Executive Dean/Dean or Associate Dean to grant or decline the application for Aegrotat Standing and inform the student of the decision in writing, within the established timelines.
- 6.4. It is the responsibility of the Executive Dean/Dean or Associate Dean to submit the Aegrotat Standing Consideration form to the Office of Strategic Enrolment Services.

6.5. It is the responsibility of the Office of Strategic Enrolment Services to manage and retain all Aegrotat Standing records.

## **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**

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

## **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 Standing Consideration Form