

TYPE:	Academic
TITLE:	Aegrotat Designation
NO.:	ACAD-110
RESPONSIBILITY:	Executive Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	March 2024
REVISED DATE(S):	
REVIEW DATE:	March 2027

1. Introduction

Durham College (DC) assesses students based on their achievement of learning outcomes, ensuring their competence to meet industry, community, partnership and government standards and expectations. DC's commitment to student success in a challenging, yet supportive, environment is central to its mission, vision and values.

2. Purpose

This policy and procedure provide 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

- 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 of Labour, Immigration, Training and Skills Development 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 To be eligible for an AEG, a student cannot have withdrawn from the course for which the designation is being sought.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 Faculty 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 (RO) for processing. A copy of the Aegrotat Designation Consideration form, along with the student's supporting documentation, will be retained in the Faculty office.

5.3.2. If the request for an AEG was approved, the RO 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 AEG consideration is denied:

- Prior to Day 10, the Faculty 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 Faculty office will review the student's current enrolment status and request the RO 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 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 RO 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 Multi-Year Accessibility Plan.

8. Non-compliance implications

8.1. Failure to comply with this policy may negatively impact the academic progress and success of a student experiencing exceptional circumstances.

8.2. Failure to comply with this policy may negatively impact DC's reputation and ability to fulfill its mission and vision, according to its values.

9. Related forms, legislation or external resources

- Aegrotat Designation Consideration Form