

AEGROTAT GRADE PETITION FORM

Instructions:

1. Complete one form for each course being petitioned.
2. Write a letter which explains why you are petitioning for an Aegrotat Grade in your course.
3. Submit official supporting documentation with each petition (e.g. Medical Certificate, Funeral Director's Certificate, letter from counselor, or other documentation) to the instructor of the course.

Grade Definition:

An Aegrotat (AEG) grade may be assigned when:

1. the completed course work is at an acceptable level;
2. a final assignment was missed due to documented medical or compassionate grounds;
3. a final examination was missed due to documented medical or compassionate grounds.

PART 1. Student Information

First Name(s)

Last Name

Program Name (e.g. Journalism, Business Management, etc.)

Ryerson Student Number

PART 2. Course Information

Subject					

Catalog Number					

Class Section					

Year					

Term:

Fall

Winter

Spring/Summer

Instructor's Name: _____

PART 3. Student Acknowledgement and Authorization

I have attached a letter of explanation and official supporting documentation to my completed Aegrotat Grade Petition Form.

I understand that an Aegrotat standing is not automatically assigned and that my petition (form and supporting documentation) will be considered by the instructor of my course.

I understand that if my petition is approved, I will be assigned a final grade of AEG (for the petitioned course) on my Academic Transcript.

I understand that an AEG grade is used as credit towards graduation requirements but it is not used in any grade point average (GPA) calculation.

Signature of Student

Print Name

Date

PART 4. Instructor Authorization

Instructions:

Review the petition and supporting documentation and provide your recommendation. Forward to your Dean's Office for their review and approval.

Yes, I recommend that an AEG grade be assigned.

No, I do not recommend that an AEG grade be assigned. Please see my comments below:

Comments

Instructor's Signature

Instructor's Name

Date

PART 5. Chair/Program Director Authorization

Instructions:

Review the petition and supporting documentation and provide your recommendation. Forward to your Dean's Office for their review and approval.

Yes, I recommend that an AEG grade be assigned.

No, I do not recommend that an AEG grade be assigned. Please see my comments below:

Comments

Chair/Director's Signature

Chair/Director's Name

Date

PART 6. Dean Authorization

Please return to Student Records (POD 70) through internal mail within five (5) days of your recommendation. If you are not from the Program Department of the student, consultation should occur with the Program Director or Chair.

Yes, I accept the above recommendation for an AEG grade.

No, I do not accept an AEG grade.

Dean's Signature

Date

PART 7. To be completed by Student Records

Processed

Name

Date