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.) _____ TMU 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 submit the completed form and all additional documentation to studentrecords@torontomu.ca 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 _____

STUDENT RECORDS
350 Victoria Street, Toronto, Ontario, Canada M5B 2K3
www.torontomu.ca/registrar/ | Tel: 416-979-5036

To learn about Toronto Metropolitan University's Policy on the protection of personal information visit www.torontomu.ca/privacy/