

*This Memo does **not** apply to AC Online students. For more information specific to AC Online, read [here](#).*

March 31, 2020

Dear Learners,

These are extraordinary times! The COVID-19 pandemic has been a rapidly unfolding situation with frequently evolving expectations and guidelines. Recognizing that additional learning challenges have been placed before you through no fault of your own, the College is pleased to offer an option for final grades for the 2020 Winter term. You may choose to retain the traditional letter grade (A-F) earned for the course. By doing so, the grade earned will appear on your transcript and the result will be calculated into your Grade Point Average (GPA). However, if you passed the course you may instead choose to receive a grade of Aegrotat (AG). Aegrotat standing does not carry a grade point value and is not included in the calculation of the GPA but is credited toward program requirements. In this way, it is very similar to a "Pass" grade. The College systems do not allow letter grades (A-F) and Pass/Fail grades to be used in the same course. The use of the AG grade allows some students to choose letter grades while others in the same course to choose AG.

You should make this decision carefully. A-F grades are important and used in all sorts of ways. For example, students require such grades for admissions consideration for future programs, and degree pathways. In addition, certain accrediting or regulatory bodies require letter grades. For this reason, learners in certain programs regulated by these accrediting bodies may be excluded from this option. Please consult with your Program Coordinator if you are unsure whether or not your program is required to utilize letter grades.


At the end of the term when grades have been entered, you may request your final grade be changed to "AG". The Registrar's Office will post a form on April 15, 2020 on their [website](#). Simply fill out the form and submit it to the Registrar's Office by May 10, 2020. If you earned a passing grade in your course, the grade will be changed to "AG".

For students who failed a course ("F") but expected to pass based on performance prior to March 23, 2020 a request for a withdrawal ("W") from the course may be considered. Simply submit a request to withdraw from that course to the Registrar's Office by May 10, 2020. Conversion of the "F" to a "W" grade requires evidence of effort and contribution to the course, based on faculty assessment.

Please note that if you have a course that is not able to be completed by April 17, 2020 due to learning requirements that required face-to-face activities that were not able to be moved online, you will not receive a final grade for the course. Your faculty are currently developing completion plans for you that will implemented as soon as we are able to return to face-to-face learning activities. For these courses, you will receive the grade “N” for no-grade. The N grade is used when a final grade cannot be entered for reasons beyond the student’s control. The grade will be changed to the final grade you earn when the planned face-to-face learning activities are planned to be completed.

I hope that this option for an AG grade will help to ease some of the stress you are experiencing. The College has developed a suite of online supports to help you adapt and thrive in an online learning environment. A link to these can be found [here](#). On this website, you will find links to many online supports in addition to tips and guidelines. If you have specific questions about your course, I encourage you to contact your teacher. We are eager to help you successfully complete your studies.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Janzen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chris Janzen
Senior Vice President Academic
Algonquin College