



DC (Discontinue not to count as failure) Application

This form is for students who are enrolled in degrees that are administered by the Business School (including business and non-business unit/s) who are applying for a DC grade for units of study that are:

- **IN THE CURRENT TEACHING SEMESTER** – after the advertised deadline (week 8) but up to the release of results OR
- **RETROSPECTIVE** – after release of results for a unit with a fail or absent fail grade in the previous 12 months.

NOTE: A unit of study with a DC grade is without academic penalty BUT is still liable for the relevant HECS or full-fee charge. Domestic students can request a DC grade by varying their enrolment via the Sydney Student portal before the advertised deadline (generally the end of the eighth week of semester).

Please submit your application and relevant supporting documentation by email to: b.sapadmin@sydney.edu.au

SECTION A: STUDENT TO COMPLETE

| | | |
|------------|-------------|----------|
| Title: | Name: | Surname: |
| Address: | | |
| Telephone: | Student ID: | |
| Email: | Degree: | |

Applications must have an attached personal statement and certified documentation that satisfy **ALL** of the following criteria. Your application will be unsuccessful unless the School determines the documentation you provide:

- demonstrates you were not able to complete the unit of study for unforeseeable reasons;
- demonstrates circumstances beyond your control prevented you from withdrawing from/discontinuing the unit by the eighth week of the relevant semester;
- demonstrates circumstances beyond your control prevented you from using the School's established procedures on special consideration for illness and misadventure;
- demonstrates a registered medical practitioner or counsellor (or other professional as applicable) specifies the extent and period of impact on your ability to study appropriate to the period for which a DC grade is sought. If a [student declaration](#) forms the substance of your documentation, it should include affected dates and a full account of the impact on your studies;
- demonstrates, in instances where a DC is sought for discrete units rather than all units in a semester, that there is a specific, documented impact in relation to the particular unit that distinguishes it from performance in other units of study successfully completed in the same semester.

When assessing DC applications, the School takes into account a student's academic record and any special consideration claims the student has lodged throughout the semester. If a student is registered with the University Disability Services any reasonable adjustments are also taken into consideration.

I request a grade of DC for the following unit(s) of study:

| | |
|---|---|
| <input type="checkbox"/> In the current teaching semester | <input type="checkbox"/> Results have been received |
|---|---|

| Unit Code | Unit Name | Semester/Year |
|-----------|-----------|---------------|
| | | |
| | | |
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| | | |

Student's Consent:
I understand that my application for DC requires supporting documentation from a registered professional and I authorise the School to contact the nominated professional to verify any information contained in my application if necessary. I acknowledge that disciplinary action may be taken if I supply false or misleading information.

Signature: _____ **Date:** _____

SECTION B: STUDENT TO READ

Guidelines for a DC (Discontinued not to count as failure) application to the Business School:

As recorded in the University *Coursework Policy* (2014), the grade of DC is:

Recorded on external transcript. This result applies automatically where a student discontinues after the Census Date but before the end of the seventh week of the Semester (or before half of the unit of study has run in the case of units of study which are not Semester-length). A Faculty may determine that the result of DC is warranted after this date if the student has made out a special case based on illness or misadventure (see clause 14(13)(a)(v) of the Assessment Procedures 2011).

The determination of what warrants a DC grade after the published date to discontinue not to count as failure is made at the discretion of the Associate Dean on a case-by-case basis.

The Business School may determine that a student has made a special case when:

- the student was unable to complete the unit of study for unforeseeable reasons;
- circumstances beyond the student's control prevented the student from withdrawing from/discontinuing the unit by the published DC date;
- circumstances beyond the student's control prevented the student from using the School's established procedures on special consideration for illness and misadventure;
- all of the above are independently verified by documentation from a registered medical practitioner or counsellor (or other professional as applicable) that specifies the extent of impact and the period of impact of the cited circumstances on the student's ability to study;
- the documentation above indicates clearly the impact in relation to the particular unit that distinguishes it from performance in other units of study successfully completed in the same semester.

Applicants must note:

- DC grades are **not available** to students who:
 - have passed the unit for which DC is sought
- **Retrospective DC applications** made after the release of results **will generally NOT be awarded**. In extenuating, rare instances, DC grades would only be appropriate on the basis of ongoing medical circumstances and the required standard of documentation is higher than for current teaching semester applications, e.g. at least two detailed letters of attestation from different medical practitioners to support claims. Such retrospective DC applications and supporting documentation **MUST** demonstrate that students:
 - **EITHER** have been awarded a replacement assessment through Special Consideration;
 - **OR** can prove to the satisfaction of the School that they were unable to apply for a DC grade and that were unable to use alternative means for supporting their performance in the unit before the release of the result.
- Processing time is generally 10 working days.

Students must supply all relevant information in the statement and supporting documentation as a requirement of submitting an application. Incomplete applications will not be considered. All records will be retained and destroyed lawfully and securely within an appropriate timeframe.

SECTION C: OFFICE USE ONLY

Student's application satisfies the following criteria:

- Demonstrated the student was not able to complete the unit of study for unforeseeable reasons;
- Demonstrated circumstances beyond the student's control prevented the student from withdrawing/from discontinuing the unit by the eighth week of semester;
- Demonstrated circumstances beyond the student's control prevented the student from using the Schools established procedures on special consideration for illness and misadventure;
- Attached certified documentation from a registered medical practitioner or counsellor (or other individual as applicable) specifying the extent and period of impact on the student's ability to study;
- Demonstrated attested, unit specific impact.

Application approved

Application declined

Reason/s for decision:

Signature:

Date: