Faculty of Arts and Social Sciences

Student Services Guidelines for:
Application for a Discontinue Not to Count as Failure due to Illness or Misadventure

I. Definition

A Discontinued Not to Count as Failure (DC) grade can be applied if a student experiences severe illness or misadventure that occurs or becomes worse after the relevant withdrawal and DC census dates. The student will need to provide documentation that indicates it was not until after Week 7 that circumstances changed and it was no longer possible to complete their studies. The student will need to demonstrate there were reasonable prospects of completing their studies prior to the onset of illness or misadventure.

Students experiencing single or occasional instances of illness or misadventure that affect their studies are not eligible for DC, but may be eligible for 'Special Consideration' arrangements.

II. Procedures for Applying for DC due to Illness or Misadventure

1. Be familiar with this policy and understand the legitimate grounds for making an application
2. Complete the Application to for a DC due to Illness or Misadventure form
3. Ensure all required supporting documentation is attached to the form
4. Lodge the form and supporting documentation with the Faculty of Arts and Social Sciences Student Services office by the last day of the relevant semester
5. The outcome will be communicated by university email within two (2) weeks of receipt of the application and supporting documentation.

III. Guidelines for Supporting Documentation

Applications must have an attached statement and (original or certified) documentation that satisfy ALL of the following criteria. Your application will be unsuccessful unless the Faculty determines that the documentation you provide:

1. demonstrates you were not able to complete the unit of study for unforeseeable reasons
2. demonstrates circumstances beyond your control prevented you from withdrawing from/ discontinuing the unit by the seventh week of the relevant semester
3. demonstrates circumstances beyond your control prevented you from using the Faculty’s established procedures on special consideration for illness and misadventure
4. provide documentation completed by 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
5. 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 Faculty 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.