



## Faculty of Arts and Social Sciences

---

### Student Services Policy and Procedure for: Application for a late DNF due to illness or misadventure

#### ***I. Rationale and principles***

This policy must be read in conjunction with the *Academic Board Resolutions: Assessment and Examination of Coursework* (2000 & as amended).

The determination that a DNF result is warranted after the end of the seventh week of semester allows for students seriously affected by illness or misadventure not to be disadvantaged due to circumstances beyond their control. A DNF result under these circumstances should be considered together with all special consideration methods as an available option for affected students.

The definition of and circumstances allowing for the grade of Discontinued Not Fail (DNF) after the seventh week of semester are outlined in the *Academic Board Resolutions: Assessment and Examination of Coursework* (2000, & as amended), specifically part five (Special Consideration due to Serious Illness, Injury and Misadventure). The formulation of Special Consideration policy as a result of these resolutions is considered elsewhere but as the resolutions directly link the determination of a late DNF with special consideration the principles apply similarly.

The Faculty will only consider the determination of a DNF grade based on illness, injury or misadventure where no other option but to discontinue is deemed possible, that is, where special consideration in relation to individual assessment instruments has been exhausted or is otherwise inapplicable (Part 5.4.1)

Any replacement assessment determined on the grounds of special consideration should be completed no later than six weeks after the date of the final examination in a unit of study. Where this is not possible due to the further documented illness or misadventure of the student and an alternative valid means assessment cannot be determined a grade of DNF should be awarded (Part 5.6.1.6)

A DNF result applied late and due to personal circumstances should always be considered exceptional and a last resort where other methods of special consideration may not or cannot be applied. The circumstances must therefore be *exceptional, long term, documented and unknown or unforeseeable* at the point of on time variation without penalty (the end of week seven in a standard semester).

#### ***II. Conditions for approval***

An application to record a DNF due to illness or misadventure will normally only be considered under the following circumstances, where:

1. Exceptional circumstances exist
2. Other methods of special consideration are unavailable or have been exhausted
3. Circumstances are independently verified and have either not been known at, or have significantly deteriorated after, the seventh week of semester

4. The applicant has not attempted and failed assessment tasks in the unit/s of study for which the DNF is sought
5. Unless subject to replacement assessment through special consideration the application is normally made within two (2) weeks of the conclusion of the teaching period for the semester in which a DNF is sought. Students must not wait until the release of results to apply.

### ***III. Supporting documentation***

All applications must be independently verified, personal statements or statutory declarations are insufficient when applying for a late DNF. Exceptional circumstances can be either medical or personal in nature but the application form must be accompanied by a statement from the student's doctor, counselor or independent member of the community and must indicate:

- The date the student's condition began or changed
- If the student's circumstances changed after the census date, the date they changed and to what extent
- How the condition affected the student's ability to study
- When it became apparent that the student could not continue studying

### ***IV. Procedures for applying for a DNF 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 Record a DNF due to Illness or Misadventure form
3. Ensure all required supporting documentation is attached to the form and that independent verification satisfies part (III) above
4. Lodge the form and supporting documentation with the Faculty of Arts and Social Sciences Student Services office no later than two (2) weeks of the conclusion of the teaching period for the relevant semester
5. The outcome will be communicated by university email within two (2) weeks of receipt of the application and supporting documentation.